



VISWAJYOTHI

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

Vazhakulam P.O., Muvattupuzha-686 670, Kerala
Tel: 0485 2262211, 2262255, 9496335522
Email: vjcet@vjcet.org, www.vjcet.ac.in

Established in 2001
Managed by Catholic Diocese Kothamangalam



NOTICE - 33

10/10/2023

Ref: VJCET/IQAC - 33

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled as below.

Date and Time :19/10/2023, 01:00 PM


Venue : Conference Hall, Administration Block

Agenda

- 1) Student Assessment Record Monitoring
- 2) Test and Retest Monitoring Cell
- 3) Attendance Monitoring
- 4) Course File and Lab Manual Monitoring
- 5) Industry Institute Interaction Cell & Innovation and Entrepreneurship Centre
- 6) Exam Cell
- 7) Academic Advisory Committee
- 8) Research and Faculty Development
- 9) Placement Cell
- 10) Student Disciplinary Cell
- 11) NPTEL, Spoken Tutorial and Guest Lecture
- 12) Feedback Cell
- 13) Student Grievances and Ethics Monitoring
- 14) Library Committee
- 15) Project Monitoring

All Head of Department and Stream Heads are requested to attend the meeting




Dr. Anoop C K
IQAC Coordinator

To:

- 1) Director, Viswajyothi College of Engineering and Technology
- 2) Principal, Viswajyothi College of Engineering and Technology
- 3) Vice Principal, Viswajyothi College of Engineering and Technology
- 1) HOD- AD, BHMCT, CE, CSE, CSED, ECE, EEE, IT, ME, MBA
- 2) Administrative Officer, Viswajyothi College of Engineering and Technology
- 3) All Stream Heads
- 4) File



Reg No .4

Date : 19/10/2023

Minutes of the 33rd meeting held on 19/10/2023

Reference No : VJCET/IQAC – 33

1. The Thirty third meeting for the internal Quality Assurance cell started at 01:00 PM on 19/10/2023 in the conference hall. Director of the institute Rev.Fr.Paul Parathazham presided the meeting. The Director highlighted the importance of AQAR submission for NAAC. Further Prof. K K Rajan was appreciated for the initiative taken in this regard. The functioning of Viswajyothi Business Incubation Centre (VBIC) and Start Up mission was explained. In the Business incubation centre, start up companies of students , faculty members, alumni and professionally qualified youngsters from surrounding area are functioning.
2. Director gave an information regarding the details of consultancy services offered in the institution. They are
3. Director informed the Academic, Administrative and financial audit is performed in the institution as previous years. The provision of college bus for students and faculty members from campus to various destinations was mentioned. This facility was very helpful to students and faculty members. In order to facilitate the campus placement program and with a mission to prepare students obtain B2 exam certificate for German Visa application, the German language course was functioning in the institution.
4. Director informed regarding a meeting held for the managers of Engineering colleges state wide to deliver the improvement for policy making in the University and examination patterns.
5. Principal Dr. K K Rajan supported the message from the Director. Principal informed the university results for examination from Kerala Technological University The timely completion of the course work/lab work for the undergraduate, BHMCT and MBA students was appreciated. The system of



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Trimester for the MBA students , their examination pattern and placement activities was put for discussion.

6. Principal Dr. K K Rajan informed regarding the conduct of academic audit at institute level by the KTU authority. Appreciation was given to Head of Departments for maintaining a good record of faculty advisor files, course sheet files/ laboratory files of respective department faculty members. Principal informed all the faculty members to participate effectively for the smooth conduct of the valuation camp. All the faculty members were instructed to do the valuation in camp designated classrooms.
7. Dr. Shine George informed the assignment given for theory coursed to the final semester students be given early. This will help them to concentrate on project submission in the final stages of classes. The process of conducting series and class test is continued as followed in the previous semester.
8. Mr.Biju George proposed the question paper set for the series test be given Blooms taxonomy weightage. This could help the students familiarise various category of questions and enhance the student learning process.
9. Smt. Jesline Joseph informed regarding the verification of attendance. Students should give prior message to group tutors regarding the absence. Students should avoid taking leave unnecessarily.
10. Sri. Amel Austine informed there will be a audit at institute level to verify the course diary for subjects in the running semester. All faculty members are requested to submit the course diary in this regard to Head of Department. The deficiencies in each file will be verified by concerned course coordinator and stream coordinator. It was further suggested to submit the attainment sheet for all subjects in the previous semester.
11. Sri Vinoj K informed every Department should arrange two programs for IIIC in the current running semester. The programmes can be industrial visit, technical talks and interaction with industrial experts. Each department is asked to review the status of interaction with industries whom they have assigned MoUs. The functioning of UNAI aspire chapter under the umbrella of IIIC was briefed. UNAI is



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organising various programs towards achieving semester sustainable development goals announced by United Nations. Activities of UNAI gave a global outlook and international spirit to the student community. The utilisation certificate and statement of accounts was submitted to KSUM.

12. Sri Vinoj K informed IEDC has created a mentoring pool. The pool consists of internal and external mentors. The coordinators should arrange mentoring session with potential students. A facility for registration of student start up is opened and available in VJcet-IEDC website.

13. Dr. Anoop CK informed the academic audit shall cover the quality criteria prescribed by NBA/NAAC. It was informed the minimum attendance for appearing the End semester examination is 75% in each course. Students who do not meet these eligibility criteria are awarded as FE grade. A student is eligible for the award of BTech Degree satisfying following requirements.

- a) Fulfil all curriculum requirements within stipulated duration
- b) Earned required minimum credits as specified in the curriculum
- c) No pending disciplinary action

14. Dr Sharika informed in regard to the R&D newsletter publishing for the academic year 2022-2023 The faculty members having Doctoral Degree are requested to apply for MODROBS and project functioning from AICTE and R&D organisations.

15. Sri. Mavin informed an improved response for aptitude training is expected from the students. Appreciation in bringing companies thereby improving placement opportunities. It was informed due to a single subject backlog many students missed their chance to attend various placement drive. More companies are planning to recruit more students in coming semester. The aptitude training should be made compulsory for all the students.

16. Dr. Shunmugesh informed a proper discipline is maintained inside the institution. All the events held in the college were conducted/organised with utmost discipline.

17. Smt. Smitha Jacob made a proposal to identify the area of interest in the student community and arrange guest lecture for the same.



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18. Dr Naveen Jacob informed the student feedback is conducted. The reviews put forward from the students was studied faculty members getting lesser feedback were informed for the improvements to be made. The faculty feedback date was proposed. It was further informed to make a study on the alumni feedback. The employee feedback was obtained from the training and placement cell.
19. Dr. George Baby informed the student counselling facility availability be made for more students .
20. Dr. Jose Mamman proposed to encourage and help students to convert their final year project into quality technical articles. It was suggested to involve alumni intended of all mentors fir certain project groups.
21. Smt. Brighty Jose informed the functioning of Central Library. Faculty members and students of all semesters were utilising the library in an effective manner.

List of Members Present

List of members present

Sl No	Name	Signature
1	Dr. K K Rajan	Sd/-
2	Rev.Fr. Dr. Paul Parathazham	Sd/-
3	Dr. Shine George	Sd/-
4	Mr. Vinoj K	Sd/-
5	Dr. K Shunmugesh	Sd/-
6	Dr.Naveen Jacob	Sd/-
7	Dr. Sharika S	Sd/-
8	Mr. Sunny Jacob	Sd/-
9	Mrs. Anju Susan George	Sd/-
10	Mrs. Brighty Jose	Sd/-
11	Mr. Biju George	Sd/-
12	Mr. Mavin C	Sd/-



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13	Adv. Francis George	Sd/-
14	Mr. Baby George	Sd/-

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Dr. Anoop C K

IQAC Coordinator