



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 - 34

07/01/2024

Ref: VJCET/IQAC - 34

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

Date and Time :18/01/2024, 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
- 4) HOD- AD, BHMCT, CE, CSE, CSED, ECE, EEE, IT, ME, MBA
- 5) Administrative Officer, Viswajyothi College of Engineering and Technology
- 6) All Stream Heads
- 7) File



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Reg No .3

Date : 18/01/2024

Minutes of the 34th meeting held on 18/01/2024

Reference No : VJCET/IQAC – 34

1. The 34th meeting for Internal Quality Assurance Cell started at 1:00 p.m. on 18/01/2024 in the conference hall. Director of the institute Rev. Fr.Dr. Paul Parathazham presided the meeting. It was mentioned the Institution has submitted the AQAR for NAAC. The importance of Autonomous status for Institutions was put for discussion.
2. Director congratulated the Principal and Head of departments for organizing the festival of Christmas in the institution.
3. Principal Dr. K K Rajan supported the words put forward from Director. Principal informed regarding the actions to be taken against students for indulging and abetting, ragging in institutions. The students should not enter inside the campus after the commencement of class. All the students should wear uniform on all regular working days classes except Wednesdays and Saturdays. Separate uniforms are prescribed for lab classes and workshop classes.
4. The duties and responsibilities of faculty advisor's (Class tutor, Group tutor) were entrusted. The eligibility for the award of honors degree of the University was discussed by the Vice Principal Sri Somy P Mathew. Regarding course registration and enrollment, it is mandatory for students to register for the courses they want to attend in a semester.
5. Vice Principal Sri Somy P Mathew informed students who could not earn the required minimum credits at the end of second or fourth semester have two options to continue with studies. Summer courses are to be offered only at the end of second and fourth semester for the courses covered till that semester. It should be noted that a student with a CGPA above eight at the end of fourth semester and having no arrears only are eligible for the option. Students have to earn 12 additional credits to get B.Tech (honours).
6. Dr. Shine George informed the laboratory assessment method may be supplemented by introducing a new format for observation record. Based on the series class tests performed



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in academic year or running semester the slow learner students and above average performers were identified based on which necessary actions be taken to improve the performance.

7. Sri Biju George informed the test and re test monitoring committee is efficiency working out the internal examinations. Students not appearing for series examination are permitted for retest options if having genuine reasons. Class test and series test is pre planned and included in the academic calendar.
8. Smt. Jesline Joseph informed regarding the verification of shortage of attendance in the mid semester and inform the same to Head of departments and Principal. Proper care to be taken to make a follow-up, if students are able to follow the classes after lunch break.
9. Sri. Amel Austin informed the importance etlabs. It was further informed every Faculty should start practicing the use of etlabsThe course diary for the academic year 2023-2024 is modified and circulated among faculty members. The attainment sheets for the previous year courses were verified and found correct for all the departments.
10. Sri Vinoj K informed regarding the selection of office bearers for IEDC for the academic year 2023-2024. Following guidelines were set for selection of office bearers.
 - a) Representation shall be given for all departments.
 - b) Adequate representation be given for girls students.
 - c) Students from second year and third year be given more responsibilities.Arrangements for interaction programs with experts and students are made possible. The aim of the program is to share knowledge and experience in order to improve other people's future prospects.
11. Sri. Somy P Mathew informed any act of violation of University directions for unfair practices in the examination from the students will be viewed very seriously. Malpractices in examination observed or reported by an official employed by the University, faculty member or invigilator shall be immediately reported to Principal. The Principal shall then forward the case with the preliminary enquiry report and remarks to the Controller of examinations along with related documents and evidence within 2 working days.
12. Dr. Anoop CK Informed regarding the conduct of first Department Advisory Committee and program assessment committee meeting in the institute. It was informed the university shall have a detailed academic auditing procedure comprising of internal academic auditing



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and an external academic auditing. The Internal auditing Shall oversee and monitor all academic activities including internal evaluations and examination. An academic audit statement be prepared for each semester at regular intervals. These reports will be presented to external academic auditor for his/her independent auditing and submit final report to University. The academic audit shall cover

- a) Course delivery covering syllabus, quality of question papers for internal examinations laboratory experiments, practical assignments, mini projects, conduct of practical classes.
- b) Co-curricular and extra-curricular activities mechanism of monitoring activity points.
- c) Academic functioning of college, faculty and college administration covering punctuality, attendance, discipline, academic environment, achievements and benchmarking. It was informed there is a no provision for improving of grade. The students can apply for reevaluation of answer books of end semester examination after results are declared.

13. Dr. Sharika insisted to safe keep the R&D files in department for NBA auditing purpose. A Department was given the responsibility for the release of Technology and future January to July issue.

14. Sri. Mavin informed regarding the forthcoming Placement drive. With the concerted effort from students and faculty members, we can repeat the feat of achieving the record placement for academic year 2023-2024. The placement assistance to all students for a period of one year after the completion of study tenure at the college is continued.

15. Dr. Shanmugesh informed students who commit act of indiscipline and obtained punishment will not be considered for the placement. Students are not allowed to bring mobile phone to the college.

16. Smt. Smitha Jacob proposed to motivate students through the department coordinators to take NPTEL courses related to their subjects. It was further proposed that the awareness of SWAYAM course is to be circulated at a large scale in the institution

17. Dr Cyriac Joseph informed the students in the hostel have requested for changing evening hostel entry time from 6:30 p.m. to 7:30 p.m.

18. Dr. Sharika informed as students appear for placement from 7th semester onwards comprehensive examination is to be completed in the 6th semester. The examination will be a written cum oral examination covering broadly all courses so far completed. It was



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further informed each student or a group of students have to take up a design project. The evaluation of the project is to be done in two stages.

19. Smt. Brighty informed the new membership were issued to first year students only after the completion of admission. The new membership was issued to MBA students and restricted the loan number to two. Now the students can borrow four books instead of two books. The renewal process for printed and E-journals for the year 2024 was mentioned

List of members present

Sl No	Name	Signature
1	Dr. K K Rajan	Sd/-
2	Rev. Fr. Dr. Paul Parathazham	Sd/-
3	Mr. Somy P Mathew	Sd/-
4	Dr. K Shunmugesh	Sd/-
5	Mr. Baby George	Sd/-
6	Mrs. Jesline Joseph	Sd/-
7	Dr. Shine George	Sd/-
8	Mr. Sunny Jacob	Sd/-
9	Dr. Sharika	Sd/-
10	Dr.Naveen Jacob	Sd/-
11	Mr. Biju George	Sd/-
12	Mr. Mavin C	Sd/-
13	Mr. Vinoj K	Sd/-
14	Mrs. Brighty Jose	Sd/-
15	Adv Francis George	Sd/-



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Dr. Anoop C K

IQAC Coordinator



NB: Original is kept at Reg No 3/Page No 49