



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



Reg No .5

Date : 10/03/2023

Action taken for the 31st meeting held on 10/03/2023

Reference : VJCET/IQAC -31

1. Principal appreciated the Head of Departments for achieving good results in the University examination.
2. All the class test and series tests are conducted as per the semester plan issued for the institution
3. Every department faculty representatives started collecting the attendance report weekly and submitting to respective Head of Department. The long absentees list is verified every month.
4. A Follow up was made to check the students are not taking unnecessary leave. A system of intimating message to faculty advisor regarding the absence is followed.
5. Realising the importance of Industry / Institute interaction Cell in the institution, brainstorm sessions are started in the department. Initiatives are taken to link the final year projects with industry oriented works and practical applications
6. Innovative ideas among Students are clubbed together for developing entrepreneurship.
7. The fee for exam registration is collected directly from the administrative office in the institute.
8. The resume preparation for the final year students for mock interviews is put into practice.
9. Strict monitoring is followed for the students entering into Aptitude training program.
10. Student feedback was taken two times in a semester.
11. The feedback for students and Alumni is continued.
12. It was made sure that good quality of food is served in hostel for students.
13. Student Assessment Record Monitoring Committee Coordinator verifies the consolidated verification report submitted by department representatives. The report is filed for verification by committee chair.



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14. A checklist was prepared for verifying the course file and lab file is a Common format applicable to all the departments.
15. The project monitoring is followed up by giving the guidelines to final year project guides.
16. Principal informed the cultural activities , Annual day celebration be planned accordingly in consultation with student council.
17. The German language coaching is ongoing in the institution. This has helped candidates to obtain B2 exam certificate for German Visa.
18. The Academic audit report was submitted to KTU authority. The valuation camp in the institution in the institutions running effectively. All the faculty members assigned valuation did the valuation in camp designated classroom.
19. All the student events held in the institution were organised with effective participation and involvement of students with proper discipline.
20. Principal informed that AICTE data is updated.

Actions taken for the meeting held on 10/03/2023 is prepared by




Dr. Anoop C K
IQAC Coordinator

NB : Original is kept at Reg no 5/