



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 .1

Date : 18/11/2015

Actions taken for the 2nd meeting held on 18/11/2015

Reference: VJCET/ IQAC -2

1. The class test and series test s conducted for all the departments were as per semester plan issued by Mahatma Gandhi University and Kerala Technological University.
2. Each department faculty representative collected the list of students with shortage of attendance during the middle of the semester. This is submitted to respective tutor and HoD. This was further verified at the end of semester.
3. A Cell functioning for Industry – Institute interactions for the institute starts functioning
4. The process for conduct of examinations of Mahatma Gandhi University semester end exam is evaluated.
5. Students placed in various campus placement were acknowledged. Gratitude was paid by telecasting their photos in the Televisions installed in academic blocks & hostels.
6. The Stock Verification for the book is carried out. The first year students were issued membership cards. The number of library cards issued to the faculty members was increased to seven.
7. Faculty members started applying for Guide ship in Kerala Technological University.
8. There was a reasonable rise in the faculty members attending Faculty Development Program and Short Term training programs for professional growth and enhancing teaching learning process.
9. Alumni feedback put for discussion in Head of Department meeting.
10. Institute policy is trained from institute regarding Smartphone usage inside the campus and hostels.
11. The slow learners were identified based on class performance and tests conducted. Extra classes were arranged for the students after the academic working hours of the institute.



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13. It was made sure that good quality of food is served in hostel for students.
14. Student Assessment Record Monitoring Committee Coordinator verifies the consolidated verification report submitted by department representatives. The report is filed for verification by committee chair.
15. A checklist was prepared for verifying the course file and lab file is a Common format applicable to all the departments.
16. The project monitoring is followed up by giving the guidelines to final year project guides.

Actions taken for the meeting held on 15/07/2015 is prepared by

Dr. PramodKumar M

IQAC Coordinator

