



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 .2

Date : 16/03/2017

Action taken for the 06th meeting held on 16/03/2017

Reference : VJCET/IQAC – 06

1. The message for the release of departmental newsletter and conference proceedings was conveyed to all the faculty members through department staff meeting.
2. All the works for the process of National Board of Accreditation is in progress as per the milestones assigned.
3. Various Programs in the institute were conducted with proper discipline and time frame.
4. Remedial classes were arranged for the weaker students after regular time table schedule. A provision of college was also provided for students on demand.
5. The workshop from Industry institute in Interaction Cell was “Orientation to Entrepreneurship” was participated actively among the students and recommended such workshops in future.
6. Initiatives were taken for conducting the local farmers for long time storage of rubber sheet.
7. The Time table for the conduct of remedial and test were prepared and published among students. Strict invigilation was done for the tests conducted.
8. Invigilation duty of faculty members for Kerala Technological University and Mahatma Gandhi University exams were allotted as per the convenience given by faculty members.
9. Students were instructed to make use of the library in effective way.
10. Department wise data of project report, question paper, publications, Workshops were uploaded for institutional repository.
11. A common format is put into effect for all department project works.
12. Workshop for the first year students is planned and conducted
13. Student feedback is collected and analyzed.



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14. Guest lectures are organized at Institute level by all departments based on the area of interest.
15. Initiatives were taken by the department to apply for funding projects based on the specialization available.
16. Special attention was given to students complaints in hostel.
17. Program assessment committee and department assessment committee meetings were conducted as per the schedule and recorded as minutes of the meeting.
18. The discipline committee faculty members were taking utmost care in maintaining discipline inside the campus and hostel.
19. Course file prepared by faculty members were checked and necessary corrections put forward for improvement. Course information sheets were prepared for newly introduced subjects as per guidelines issued by University.
20. Attendance shortage of the students is taken seriously in consideration. Their parents are informed at frequent intervals and asked to meet the tutor and head of department.
21. Verification for syllabus coverage, data entry for Series mark and assignment mark is done by head of departments concerned.

Action taken for the meeting held on 16/03/2017 is prepared by



Dr. Anoop C K

IQAC Coordinator