



# 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 - 6

06/03/2017

Ref: VJCET/IQAC - 6

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

Date and Time : 16/03/2017, 01:00 P M

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- CE, CSE, 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 .1

Date : 16/03/2017

## Minutes of the 6<sup>th</sup> meeting held on 16/03/2017

Reference No : VJCET/IQAC - 6

1. The sixth meeting for Internal Quality Assurance Cell started at 01:00P M on 16/03/2017 in the conference hall. Director of the institute Rev. Fr. Dr. George Thanathuparambil convened the meeting. A brief introduction on the relevance of departmental newsletter was shared by the Director. IT was further suggested to release the departmental newsletter on stipulated time. Director Rev. Fr. George further instructed the release of conference proceedings with the conference.
2. Principal Dr. Joseph Kunjupaul supplemented the sentence put forward by the Director. The progress of NBA process was put forward by the regarding the conduct of cultural festival and technical festival in the institute to be done with proper discipline and time frame.
3. Principal, Dr. Joseph Kunjupaul instructed the slow learners be given more attention by making them attend remedial classes to improve academic ranking of institute. It was further instructed to keep the academic calendar as a baseline for fixing conduct of activities in the institute.
4. Dr. K K Rajan informed regarding the workshop "Orientation to Entrepreneurship" conducted in the institute. A total number of 59 students from third semester of various branches actively participated. Six resource persons from M/s Orion training has took the sessions. The workshop included different activities to involve participation of every audience. Finally such kind of workshops is recommended in the future.
5. Dr. K K Rajan gave an information on the application of nuclear radiation for agricultural purpose. Increasing the shelf life of pineapple by application of nuclear radiation is one case which is readily considered. Dr. Rajan pointed out the problems fond by rubber farmers in the long time storage of rubber sheets due to fungus



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infection. This being a topic of social importance it was given stress that the institute should take a role in this.

6. Smt. Ann Neetha Sabu informed all departments should prepare a time table for remedial class and remedial test. It was further informed that the malpractices during examination will be strictly dealt with.
7. Sri. Aneesh Kurian informed the total number of invigilation duties shall be adjusted such that it includes KTU supplementary duties in June-July and observer duties during the time of Examination Period. It was further suggested the admissions committee member invigilation duties shall be flexible and preferably in house invigilation.
8. Smt. Brighty Jose highlighted the less usage of library resources to rectify this teaching staff should take effort to send the students to use the library oth printed and electronic (Unique assignments with the help of library resources)
9. Smt. Brighty Jose informed the department should be instructed to upload department wise data for institutional repository like project report, question paper, newsletter , presentations, publications , workshops, lectures, teaching notes etc.
10. Dr. Anishin Raj informed to use check list by the guides to ensure the comment format for all departments.
11. Sri. Mavin highlighted the placement activities at institute and the students involvement in the activities concerned to the placement. A two day workshop[p on enhancing learning skills for all the first year students was further suggested.
12. Sri Naveen informed the second feedback for the even semester shall begin from 3/4/17. It was further instructed , the students should read the feedback questions carefully before filling.
13. Dr. Rajesh Cherian informed the institute should organise guest lecturers both fro the academic and industry to meet the gap between both on a monthly basis. It was also suggested to identify the area of interest in the student community and arrange guest lecturer for the same. The guest lecturer are to be planned in prior.





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14. Dr. Pramod Kumar insisted the faculty members should apply for funded projects in funding agencies like BRNS and AICTE. The importance of applying for IPR for improving the culture of innovation use also referred.
15. Sri. Naveen informed regarding the adjustment problems worth roommates in the hostel which need special attention.
16. Dr. Edgar Ruskar informed regarding the program Assessment Committee meeting which was conducted in every department as per the frequency mentioned.
17. Sri. Naveen informed on the discipline matter to be observed in the campus and hostel. The timing in the hostel were put for discussion.
18. Dr. KN Ramachandran Nair informed the questions papers to be kept along with sample answer sheets for a particular course file. It was further informed to monitor the Course information sheets for newly introduced subjects.
19. Smt. Anju Susan informed regarding the verification of shortage of attendance in the mid of the semester and informing the same to the Principal at the end of the semester. The process of collecting monthly cumulative attendance report was too put into discussion.
20. Smt. Shine George informed on the dates for verification of series mark, verification of attendance, syllabus coverage and verification of assignment marks

coverage and verification of assignment marks.

List of members present

Sl No	Name	Signature
1	Sr K K Rajan	Sd/-
2	Mrs. Shine George	Sd/-
3	Mrs. Brighty Jose	Sd/-
4	Dr. Joseph Kunjupaul C	Sd/-
5	Mr. Vinoj K	Sd/-
6	Mrs. Anju Susan George	Sd/-
7	Dr. K Shunmugesh	Sd/-



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8	Mr. Sunny Jacob	Sd/-
8	Dr. Anishin Raj M M	Sd/-
10	Mr.Naveen Jacob	Sd/-
11	Mrs. Ann Neetha Sabu	Sd/-
12	Dr. Francis Cherunilam	Sd/-
13	Mr. Mavin C	Sd/-
14	Dr. K N Ramachandran Nair	Sd/-
15	Prof. Paul Antony	Sd/-
16	Prof. Jose P Varghese	Sd/-
17	Fr. George Thanathuparambil	Sd/-
18	Dr. Edgar Ruskin	Sd/-
19	Mr. Baby George	Sd/-
20	Dr. PramodKumar	Sd/-

Minutes of the meeting held on 16/03/2017 is prepared by



Dr. Anoop C K

IQAC Coordinator

NB: Original is kept at Reg No 1/Page No 52