



# 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

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### NOTICE - 19

07/07/2020

Ref: VJCET/IQAC - 19

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

Date and Time :13/07/2020, 10:00 AM

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 .4

Date :13/07/2020

### Minutes of the 19<sup>th</sup> meeting held on 13/07/2020

Reference No : VJCET/IQAC-19

1. The 19th meeting of the internal Quality Assurance cell started at 10:00 a.m. on 13/07/ 2020 in the conference hall. Director of the institute Rev.Fr. Paul Nedumpurath presided the meeting. The Director welcomes and congratulates Dr. K.K. Rajan for taking charge as Principal of the institution. Rev.Fr. Paul mentioned the effective leadership and guidance will help the institution to achieve a covetable position in almost all fields. Rev.Fr. Paul informed the institution is starting a new BTech program this year "Artificial intelligence". The Director expressed gratitude for the feasibility study report for starting the new course submitted by Dr K KRajan, Sri. Somy P Mathew and Sri.Amel Austin. Sri Somy P Mathew is nominated in charge for Artificial Intelligence course.
2. Rev. Fr. Paul informed a decision is taken by management to set a Chapel in the institution campus for offering prayers by students and staff members.
3. Principal Dr. K. K. Rajan supported the message from the Director and welcomes Rev. Fr. Paul Nedumpurath for taking charge of the Director of the institution. Dr. K. K.Rajan informed all the online classes are shifted to Microsoft teams. The Principal announced the institution has got approval for the Artificial intelligence course from A P J Abdul Kalam Technological University. Dr. K KRajan informed the college will progress only if adequate admission, good results, placement and accreditation is maintained. The follow up procedures were put for discussion.
4. Principal Dr. K. K Rajan informed Sri. Aneesh Assistant professor, EEE department is nominated as NSS officer as Sri. Shibu K. R Assistant professor CSE department is relieved from the college. Smt.Shine George HOD civil engineering department nominated as UNAI Focal Point. Sri.Vinoj K Associate professor ME department nominated as IEDC Nodal Officer and IIIC convener.
5. Dr. K. K. Rajan informed the BTech Minor courses be offered in all departments. Each department could offer a maximum 2 baskets and a minimum of one basket for S3 students. The commencement of classes for odd semester (S3, S5 & S7) was decided on August 3, 2020. From 3rd August to 17th August classessbe conducted as Bridge courses. It is informed the appraisal forms and annual budget of (2020 - 2021) for all the departments is received.



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6. Dr. K. K. Rajan informed all the Head of departments to arrange PTA meetings for S7 classes at the earliest and inform the parents about various training programs conducted as a part of placement activity.
7. Dr. K. K. Rajan instructed that the compliance report for the NBA program to be completed at the earliest. A discussion on the deficiency report of NBA and preparation of budgets in case of any financial requirements was put for discussion. Rev. Fr. Paul suggested that both NBA and NAAC activities should progress in parallel.
8. Dr. K. K. Rajan informed that the University exams will be conducted considering all the instructions from the university. For the conduct of examination a "war room" committee is constituted and all the arrangements related to covid-19 are done based on the instruction from war room committee.
9. Dr. K.K Rajan informed the work pattern is continued. All the staff be present in the college on alternate working days. In the case of staff coming from other districts, Head of departments can take suitable decision on the work pattern in consultation with Principal. If any staff members comes from comes from containment zones, hotspots or Quarantaine, he or she is not supposed to come to college but should apply for duty leave submitting necessary documents to Head of department. The consolidated attendance statement of staff be submitted every month end.
10. The schedule of online classes will be from 9 a.m. to 2 p.m. The time table is as follows

Period	Time
1st	09:00am - 09:45am
2 <sup>nd</sup>	09:55am - 10:40am
3 <sup>rd</sup>	10:50am - 11:35am
4th	11:45am - 12:30pm
Interval	12:30pm - 01:15pm
5 <sup>th</sup>	01:15pm - 02:00pm

11. Dr. K KRajan informed in view of the covid-19 pandemic the classes will continue online platform on online platform for the semester. The farewell meetings for final year semester could be organised through online platform (Google meet or Teams) and ensure the maximum participation of students for joining.
12. Vice Principal Sri. Somy P Mathew informed the cooperation of all staff members is needed to ensure our significant improvement in admission for the year 2020. The work for the academic schema is started and the format will be circulated to Head of departments for initiation.



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13. Smt. Shine George informed all the online classes are held on time. Every module includes a tutorial that will assist students in understanding topics and completing tutorials. Students are tracked in the learning management platform which will improve the monitoring mechanism for their progress.
14. Smt. Ann NeethaSabu informed due to covid pandemic and lockdown second series for the even semester was conducted on July 20 in online mode.
15. Smt. Anju Susan informed the students were attending the classes in online mode. It is also suggested the video be open while taking the classes.
16. Sri Amel Austin informed hands-on training will be made to head of departments and senior faculty members to get themselves familiarised with the new platform TEAMS. It was informed that our institution has been selected as the premium member college by ICT academy for the academic year 2020-2021. Sri. Amel informed the block chain Academy of college has received RS 7 lacks from AICTE for conducting ATAL FDP.
17. Sri. Vinoj informed the necessity of conducting activities in collaboration with MoU signed companies. In the context of new academic year the registration of new members and filling the vacant posts in student committee was put for discussion. It was insisted to record the programs and submit a small video according to instructions in NISP portal. The future plans and activities for the semester were put into discussion.
18. Smt. Viji informed the pending Mahatma Gandhi University examination February 2020 will be conducted following covid protocols. It was also informed S8 examination for 2016 - 2020 batches will be held as online internal exam.
19. Dr. Anoop C. K Design Engineering subject be given to students of CE, CSE and EEE departments during 3rd semester and to ECE, IT and ME during 4th semester. For the subject professional ethics it will be vice versa. It was informed the class committee and stream committee meetings were held in online platform. The valuation of the faculty appraisal was done referring 2018 UGC regulations. An internal audit was decided to be conducted on July 29th and July 30th. The order of auditing follows the alphabetical order of departments. The uploading of even semester marks was put on July 25. It was also instructed to calculate the practical attendance mark.
20. Dr. Anishin Raj insisted the faculty who are pursuing PhD must publish papers in good impact factor SCI/SCIE indexed for the purpose of NAAC and NBA. It was advised the faculty members to have an ORCID ID and also instructed to map and populate the ORCID ID and SCOPUS.





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21. Sri. Mavin C Placement officer informed that the aptitude training for S6 students are restarted immediately by incorporating their time table. A company specific awareness is given to students by each department before recruitment drive. It was suggested that students from ECE, CE, ME, EEE departments need computer programming training by utilising internal or external faculty members. Mock technical interview for students was suggested and put for discussion.
22. Dr.Shunmugesh informed responsibility is given to lab staff for thermal scanning of the students and faculty members at the entry point of college according to duty list. It was also informed to monitor social distancing and wearing of face mask for protection.
23. Smt. Smita Jacob proposed to include and share NPTEL resources for course delivery since it will be very useful for online classes. It was further insisted to identify the area of interest in the student community and arrange guest lecture for the same.
24. Smt. SmithaCyriac informed it is decided to commence the first feedback on 25/09/2020. It was suggested to send the user ID and password to students so that they can enter the feedback from their home itself. Online monitoring need to be done by faculty.
25. Dr. Geo Baby informed there were comments from the students that there were network problems while attending online classes.
26. Dr.SreenishRamaswamy informed students of final semester be encouraged to convert their project work into quality technical articles. It was insisted the best and average project should be identified by the project coordinators based on the quality and guidelines of project work. The project reports need to be audited in the end of the semester in department library.
27. Smt. Brighty Jose recommended the authorities to waive the fine for library books during the lockdown period. It was also insisted to increase the loan period of library books during pandemic period.

The meeting finished with concluding remarks by IQAC Coordinator Dr.Anoop C.K.



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### List of members present

Sl No	Name	Signature
1	Mrs. Shine George	Sd/-
2	Mrs. Brighty Jose	Sd/-
3	Fr. Paul Nedumpurath	Sd/-
4	Dr. K K Rajan	Sd/-
5	Mr. Vinoj K	Sd/-
6	Mrs. Anju Susan George	Sd/-
7	Dr. K Shunmugesh	Sd/-
8	Mr. Sunny Jacob	Sd/-
9	Dr. Anishin Raj M M	Sd/-
10	Mr. Somy P. Mathew	Sd/-
11	Mrs. Ann Neetha Sabu	Sd/-
12	Mr. Mavin C	Sd/-
13	Mrs. Smitha Cyriac	Sd/-
14	Mr. Amel Austine	Sd/-
15	Mr. Baby George	Sd/-
16	Dr. Geo Baby	Sd/-
17	Dr. Sreenish Ramaswamy	Sd/-
18	Mrs. Smitha Jacob	Sd/-
19	Mr. Sean Santhosh	Sd/-
20	Mrs. Viji George	Sd/-

Minutes of the meeting held on 13/07/2020 is prepared by



*[Signature]*  
Dr. Anoop C K

QAC Coordinator

NB: Original is kept at Reg No 4/Page No 40