



VIT/ADN/CEC/2023/42

Date: 22/02/2023

**NOTICE**

A meeting of the College Executive Council (CEC) is scheduled on 22.02.2023, Wednesday by 2.00 PM in the Conference Hall. All members of the council are requested to attend.

**Agenda for the meeting**

1. Discussion on previous minutes and action taken report
2. Question bank
3. Conduction of lab
4. Lab examination
5. Academic classes
6. Pending fees
7. PFMS
8. CSE workshop
9. Consultancy
10. Seminar schedule
11. Patent
12. Any other matters.

**Principal**

**Copy to-**

1. Director
2. Principal file
3. Registrar
4. Dean (Academics)
5. All HoD's CE, CSE, ECE, EEE, ME
6. KTU faculty coordinator



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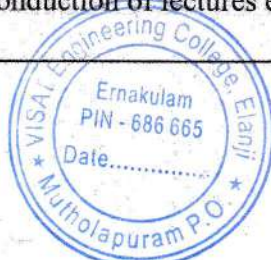




**Minutes of Meeting- College Executive Council**

VIT/ADN/CEC/2022/MOM/42

Academic Year: 2022-23		Date: 22-02-2023	
Name of Facilitator: Principal		Time: 2.00 pm	
Meeting Type: Scheduled		Venue: Conference Hall	
<b>Name of the Attendees</b>	<b>Sign</b>	<b>Name of the Attendees</b>	<b>Sign</b>
Prof. Subin P S, Registrar		Timi Thomas, HoD CE	
Shaji Augustine, HoD of Communications & PRO		Anjana G, NAAC Coordinator	
Elvin Kuruvilla, TPO		Hima K, Asst. Prof. ECE	
Sheeja Bhaskar, HOD SH		Ragi R, Asst. Prof. EEE	
Divya Nair, HoD CSE, ISO Coordinator			
<b>AGENDA</b>			
1. Discussion on previous minutes and action taken report		2. Question bank	
3. Conduction of lab		4. Lab examination	
5. Academic classes		6. Pending fees	
7. PFMS		8. CSE workshop	
9. Consultancy		10. Seminar schedule	
11. Patent		12. Any other matters	
<b>DISCUSSIONS &amp; SUGGESTIONS</b>			
1.	The members went through the minutes of the previous meeting and action taken report and expressed their acceptance.		
2.	Discussed about the submission of question bank of module 1 by faculties.		
3.	Discussed about the conduction of lab in higher semesters.		
4.	Principal enquired about the conduction of external lab exams for higher semesters.		
5.	Discussed about the conduction of lectures effectively by faculties.		




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6.	Discussed about the action to be taken against fee payment defaulters.	
7.	Principal enquired the status of arrangements for PFMS workshop to Lt. Dr. T D Subash, Dean- Research & Innovation.	
8.	Principal enquired about the status of the workshop to be organised by the CSE department.	
9.	Discussed about the Consultancy works in the departments and its importance.	
10.	Discussed the submission of seminar schedule.	
11.	Principal enquired about the patent filing from each department.	
12.	Discussed about the conduction of the CC meeting.	
13.	Discussed about the conduct of S4 result analysis meeting.	
14.	Discussed about initiating ABC Digilocker for the passed out batch students.	
15.	Discussed about the preparation and submission of academic calendars and selection of Coordinator.	
16.	Discussed about selection of participants for Toastmasters Area Level Contest.	
17.	Discussed about fixing PDC for module completion in each department.	
18.	Discussed about the effective guideship by faculties for S8 project.	
19.	Discussed about the selection of Assistant Nodal Officer of IEDC and a member.	
20.	Discussed about the conduction of programs on special days by committees.	
21.	Discussed information to authorities on work status on PDCs.	
<b>DECISIONS</b>		
1.	The minutes and action taken report of the previous meeting were approved by the members.	
2.	The question bank of module 1 should be submitted by all faculties to the Coordinator. PDC- 24/02/2023	
3.	The labs should be conducted for higher semesters effectively and lab manuals should be provided to students.	



  
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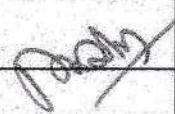
4.	The lab exams should be conducted as per the schedule.	
5.	The lectures should be in English. Faculties should be prepared for the lecture and should not carry the textbook to the class. The content should not be read out from the study references.	
6.	The students of higher semesters with pending fees will not be allowed to attend the class from 27/02/2023. No hall tickets will be issued to S1 students with pending fees. The last date for the payment of S2 fees is 20/03/2023. The fee payment defaulters will not be registered for S2.	
7.	The arrangements for the PFMS workshop are almost completed.	
8.	A workshop on mobile applications is organised by the CSE department on 24th and 25th February 2023. Resource persons are two alumni of CSE department.	
9.	Each department should look forward to Consultancy work. Civil Engineering departments have signed an MoU for supervision consultancy for a site at Ramapuram.	
10.	Seminar schedules should be submitted by all departments. PDC- 23/02/2023	
11.	Patent should be filed by all departments.	
12.	The CC meeting should be conducted by all the departments. PDC- 24/02/2023	
13.	S4 result analysis meeting should be conducted. PDC- 28/02/2023	
14.	ABC Digilocker of last year passout batches should be completed. PDC- 04/03/2023	
15.	The department calendar and college calendar should be prepared. Coordinator- Alphy T, Asst. Prof. CSE. PDC for department calendar- 25/03/2023 and college calendar- 01/03/2023.	
16.	HoDs should submit the list of two faculties for Toastmaster Area Level Contest.	



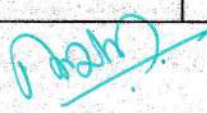
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17.	The PDC for module completion should be fixed in each department.	
18.	The faculties should guide the project groups effectively. The Guide should monitor the works done by the students in the project hours. A faculty should be assigned in the project hours.	
19.	Rahul K R, Asst. Prof. ECE is selected as the Asst. Nodal Officer of IEDC and Alphy T, Asst. Prof. CSE as the member.	
20.	Programs should be conducted on special days by the corresponding committee.	
21.	The status of the work should be informed to the authorities on PDCs.	
 Sign(Principal)		
<b>ACTIONS TAKEN</b>		
1.	The question bank of most subjects are submitted.	
2.	Labs are conducted effectively.	
3.	The lab exams were conducted as per the schedule.	
4.	The lectures are done effectively by the faculties.	
5.	The actions were taken against the fee payment defaulters.	
6.	PFMS workshop was conducted effectively.	
7.	Workshop on mobile applications organised by the CSE department was conducted on 24th and 25th February 2023.	
8.	Seminar schedule was submitted by all departments.	
9.	HoDs submitted the list of two faculties for Toastmaster Area Level Contest.	




  
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10.	Rahul K R, Asst. Prof. ECE is appointed as the Asst. Nodal Officer of IEDC and Alphy T, Asst. Prof. CSE as the member.	
		 Principal(Sign)



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Date: 26/09/2022

**NOTICE**

A meeting of the Class Committee of S7 CE is scheduled on 27.09.2022, Tuesday by 1.00 PM in the Department Staff Room. All members of the committee are requested to attend.

**Agenda for the meeting**

1. Syllabus & time table review
2. Course plan
3. Academic calendar
4. Mentoring
5. Question bank
6. Remedial class
7. Tutorial class
8. Result improvement
9. Seminar & Project
10. Swayam
11. ABC
12. PARAKH
13. Punctuality
14. Discipline
15. Other matters

  
**Chairman**

**Copy to-**

1. Principal
2. HoD, CE
3. Committee members



  
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**Department of Civil Engineering**

**Minutes of Meeting I- Class Committee**

Academic Year 2022-23		Date: 27/09/2022	
Semester: S7		Branch: Civil Engineering	
Name of Facilitator: Chairman		Time: 1:00 PM	
Meeting Type: Scheduled		Venue: Civil Engineering Department	
Name of the Attendees	Sign	Name of the Attendees	Sign
Timi Thomas, HOD CE		Aparna T, S7 CE	
Anagha R, Asst. Prof. CE		Vysakh S Anil, S7 CE	
Soniya John, Asst. Prof. CE			
Aleena Elizabeth Jose, Asst. Prof. CE			
Jibi Kurian, Asst. Prof. CE			
<b>AGENDA</b>			
1. Syllabus & time table review		2. Course plan	
3. Academic calendar		4. Mentoring	
5. Question bank		6. Remedial class	
7. Tutorial class		8. Result improvement	
9. Seminar & Project		10. Swayam	
11. ABC		12. PARAKH	
13. Punctuality		14. Discipline	
15. Any other matters			
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**DISCUSSIONS & SUGGESTIONS**

1.	Reviewed the syllabus and time table with the students.
2.	Course plan of each subject was informed to students.
3.	Discussed upcoming events to be conducted in the current semester.
4.	Informed students about the mentoring session.
5.	Informed students about the question bank for each subject.
6.	Students were informed to utilize the remedial session effectively.
7.	Discussed about the tutorial session for various subjects.
8.	Discussed about the results of the first semester and the need for improvement in academics.
9.	Discussed the schedule and details of Seminar & Project
10.	Discussed about doing the MOOC in Swayam.
11.	Discussed about the registration of ABC and further procedure to be done.
12.	Discussed about the timely submission of PARAKH assignment.
13.	The committee discussed strict monitoring of attendance and students were asked to inform their corresponding CFA in case of leave application.
14.	Notified students to come to college in proper uniform and to put their ID card.

**DECISIONS**

1.	Students became aware of the syllabus and the schedule of their time table.
2.	Course plan of each subject was finalized.
3.	Given instructions on the events to be conducted as part of departmental activities.
4.	Mentoring will be conducted twice in a month.



*[Handwritten Signature]*

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5.	Students should have the question bank of each subject with them daily.
6.	Decided to conduct remedial sessions for each subject for 1 hour and to record the remedial test marks.
7.	Instructed students to improve their academics and motivated them for result improvement.
8.	Decided to conduct tutorial sessions for various subjects.
9.	Zeroth presentation is scheduled on 01/10/2022.
10.	Students should do the MOOC when the course registration is enabled.
11.	The problems related with registration of ABC will be resolved at the earliest.
12.	Students should complete the PARAKH assignments timely when assigned.
13.	Given instructions to students about the attendance and procedure for leave application.
14.	Students should come to college wearing the proper uniform.

  
HOD(Sign)

  
CHAIRMAN(Sign)

  
MEMBER(Sign)

**ACTIONS TAKEN**

	The class committee was formed.
2.	The classes are conducted as per the course plan.
3.	Students actively participated in the department activities.
4.	Mentoring of students is conducted.
5.	Remedial tests are conducted.
6.	Tutorial sessions are conducted.
7.	Zeroth presentation was conducted.
8.	All students registered and completed their profile in Swayam.




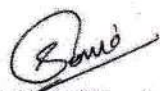

  
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9.	PARAKH assignments are timely submitted by the students.
10.	Students avail leave by submitting the leave application.
11.	Students wear proper uniforms.
<p style="text-align: center;"> HOD(Sign)</p> <p style="text-align: center;"> CHAIRMAN(Sign)</p> <p style="text-align: center;"> MEMBER(Sign)</p>	





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Date: 16/09/2022

**NOTICE**

A meeting of the Course Committee of MCN401, Industrial Safety Engineering is scheduled on 16.09.2022, Friday by 2.20 PM in 2C07. All members of the committee are requested to attend.

**Agenda for the meeting**

1. Course plan finalizing
2. Time table
3. Syllabus
4. Academic Calender

**Copy to-**

1. Principal
2. HoD - CE, CSE, ECE, ME
3. Committee members

  
**Chairman**

  
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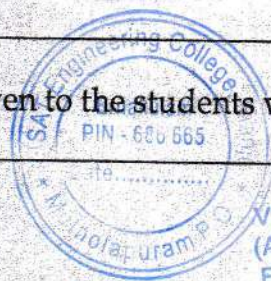






**Minutes of Meeting - 1<sup>st</sup> Course Committee**

Academic Year 2022-23		Date: 16/09/2022	
Semester: VII		Branch: CE, CSE, ECE, ME	
Name of Facilitator : Didymose Poovathumkal		Time: 02.20 PM	
Meeting Type: Offline		Venue: 2C07	
Course Code & Name: MCN 401 Industrial Safety Engineering			
Name of the Attendees	Sign	Name of the Attendees	Sign
RAMESH M.		ABHIJITH K. G.	
DIDYMOSE POOVATHUMKAL		SONU SUNIL	
ANJANA G.		NAVYA K. S.	
SONIYA JOHN		VYSHAKH S. ANIL	
ANOOP T. SASIDHARAN			
<b>AGENDA</b>			
1. Course Plan Finalizing		2. Time table	
3. Syllabus		4. Academic calendar	
<b>DISCUSSIONS &amp; SUGGESTIONS</b>			
1.	Discussed about the syllabus and course plan of subject.		
2.	Discussed about the subject time table.		
3.	Discussed about whether the notes being given to the students were satisfactory		



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4. Discussed about the academic calendar of KTU.


## DECISIONS

1. Decided to finalize the course plan of the subject.

2. Decided to follow the timetable as prepared and conduct the remedial exam on 5<sup>th</sup> hour of every Tuesday.

3. Decided to complete the portions as per plan.

4. Decided to follow the academic calendar as specified by the university.

  
HOD(Sign)

  
CHAIRMAN(Sign)


  
MEMBER(Sign)

## ACTIONS TAKEN

1. Portions are getting completed as per the course plan.

  
HOD(Sign)

  
CHAIRMAN(Sign)

  
MEMBER(Sign)



  
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**Minutes of Meeting- IQAC**

VIT/ADN/IQAC/2023/MOM/01

Academic Year: 2022-23		Date: 03-2-2023	
Name of Facilitator: IQAC Coordinator		Time: 6.00 pm	
Meeting Type: Scheduled		Online Meeting-meet.google.com/iyz-ycnw-ypk	
Name of the Attendees	Sign	Name of the Attendees	Sign
Wing Cdr. Pramod Nair, Director		Dr. Anoop K J, Principal	
Prof. Subin P S, Registrar		Timi, HoD CE	
Prof. Bindu Alias, Dean- Academics		Lt. Dr. Subash T D, Dean (Research)	
Sheeja Bhaskar, HoD SH		Akhil Beshy, HoD EEE	
Elvin Kuruvilla, TPO		Mrs. Anjana G, Asst. Prof ECE	
Divya Nair, IQAC Coordinator		Ms. Soniya John, Asst. Prof CE	
Ramesh M, HoD ME		Mr. Krishnan Venkataraman (Industrialist)	
Dr. Eby Thomas Thachil, Academician		Miss. Diya Jose (ALUMINI)	
Mr. M P Joseph, Elanji Ward Member		Mr. George Josy (Student S6 CSE)	
AGENDA			
1. Discussion On Previous Minutes Of Meeting		2. Accreditations	
3. ISO :EOMS Implementation		4. Infrastructure Development	
5. Admissions		6. RESULTS	
7. FDP		8. Placements	
9. Research		10. MOU	
11. Student Orientation Programme		12. MOOC	
13. International Conference		14. Internships	
15. Any other matters			

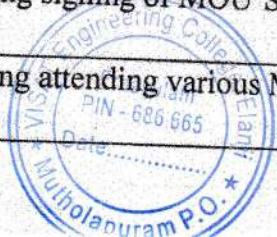


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DISCUSSIONS & SUGGESTIONS	
1.	The members went through the minutes of the previous meeting and expressed their acceptance.
2.	The action taken report of previous meeting has been updated.
3.	Discussed on formation of various Committees with respect to NAAC and NBA and also to appoint a NAAC and NBA Coordinator at college level.
4.	Discussed regarding ISO work status of all the departments and discussed about date of external ISO audit.
5.	Discussed regarding development of Infrastructure in the Institution. Various Committee heads suggested their views for same.
6.	Discussed regarding various strategies for the improvement of Admissions of next Academic Year
7.	Discussed about getting approval to new two B-Tech Courses CS(AI&ML) & CS(Data Science)
8.	Discussed regarding conducting Remedial hour in 5 <sup>th</sup> hour every day for improvement of Results.
9.	Discussed regarding preparation of Solved Question Bank Module-wise to distribute among students.
10.	Discussed regarding conducting FDP Sessions.
11.	Discussed regarding improvement of Placement activities.
12.	Discussed regarding improving the publications in each department and also regarding staff registration for PHD.
13.	Discussed regarding signing of MOU'S with various reputed Organizations.
14.	Discussed regarding attending various MOOC Courses for Students as well as staffs.



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*(Signature)*





15.	Discussed regarding conduct of Student Orientation Programmes.	
16.	Discussed regarding the status of work with respect to conduct of international conference in institution	
17.	Discussed regarding arranging Internships for students in the current even semester.	
18.	Discussed about the status of road development to reach college.	
<b>DECISIONS</b>		
1.	The minutes of the previous meeting were approved by the members.	
2.	The corrigendum of NAAC committee members were shared and the HoDs were asked to inform if any changes are required.	
3.	All the departments were asked to submit the ISO files on the given date of submission.	
4.	It has been decided to place Smart TV'S in Classrooms to promote ICT Enabled Teaching.	
5.	It has been decided to install Sanitary Napkin Vending Machine in College and also to place biodegradable waste basins in college premises a part of waste management.	
6.	It has been decided to instruct staffs to visit schools and conduct career guidance programs for students.	
7.	It has been decided to conduct remedial hour in all classes in the 5 <sup>th</sup> hour of regular time table	
8.	It has decided to that all staffs need to prepare 5 modules solved question bank and distribute among students.	
9.	It has been decided to conduct FDP on Student Mentoring and NAAC Awareness.	



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VIT/ADN/CE/2023/36

Date: 23/03/2023

## NOTICE

A meeting of the Civil Department is scheduled on 23.03.2023, Thursday by 1.00 PM in the CE staff room. All faculties are requested to attend.


### Agenda for the meeting

1. Discussion on previous minutes and action taken report
2. Idea competition
3. Admission
4. Question bank
5. Tech fest
6. Result analysis
7. KTU valuation
8. IEEE Conference
9. Internship
10. ISO
11. NAAC files
12. Friday play time
13. Any other matters

  
**HOD**

### Copy to-

1. HOD
2. All Faculties

  
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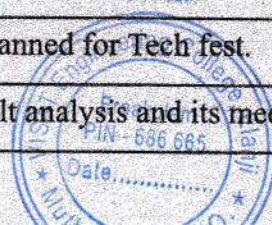




**Minutes of Meeting- Civil Engineering Department**

VIT/ADN/CEC/2023/MOM/36

Academic Year: 2022-23	Date: 23-03-2023	
Name of Facilitator: HOD	Time: 1.00 pm	
Meeting Type: Scheduled	Venue: CE staff room	
<b>Name of the Attendees</b>		<b>Sign</b>
Soniya John, Asst. Prof.		
Jibi Kurian, Asst. Prof.		
Radhika R, Asst. Prof.		
Neetha Mathew, Asst. Prof.		
<b>AGENDA</b>		
1. Discussion on previous minutes and action taken report	2. Idea competition	
3. Admission	4. Question bank	
5. Tech fest	6. Result analysis	
7. KTU valuation	8. IEEE Conference	
9. Internship	10. ISO	
11. NAAC files	12. Friday play time	
13. Any other matters		
<b>DISCUSSIONS &amp; SUGGESTIONS</b>		
1.	The members went through the minutes of the previous meeting and action taken report and expressed their acceptance.	
2.	Discussed about the idea competition.	
3.	Discussed about the programs planned as part of admission.	
4.	HOD discussed the date of submission for module 3 question bank.	
5.	HOD enquired about the department events planned for Tech fest.	
6.	Discussed about the date of submission of result analysis and its meeting.	



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7.	HOD enquired about the completion of KTU valuation by faculties.	
8.	HOD enquired about the paper submission of students for IEEE Conference.	
9.	HOD inquired about the current status of internship of the department.	
10.	Discussed about the scheduled date of ISO second stage audit.	
11.	Discussed about the NAAC file completion.	
12.	Discussed about providing playtime on Fridays.	
13.	Discussed about conducting the remedial classes effectively.	
14.	Discussed about collecting the mobile phones from first year students compulsorily and higher semester students if required, everyday during the working time.	
15.	Discussed about preparing the department wise module completion schedule and the date of completion of portions.	
16.	Discussed about the importance of punctuality for students and the collection of charity funds.	
17.	Discussed the project submission for IEEE project.	
<b>DECISIONS</b>		
1.	The minutes and action taken report of the previous meeting were approved by the members.	
2.	The ideas from students should be collected for the idea pitching competition.	
3.	The college brochures and the notice of Pathfinder will be distributed to the school students after their exam timing.	
4.	The question bank of module 3 should be submitted. PDC- 27/03/2023	
5.	Assigned Asst Prof. Jibi Kurian to coordinate with the students to plan for Tech Fest	
6.	The result analysis of series 1 should be submitted and the result analysis meeting should be conducted by the department from 27/03/2023 onwards. PDC- 24/03/2023	
7.	The KTU valuation is almost completed by the faculties.	



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8.	The papers for IEEE Conference should be submitted. The guides who fail to submit their paper should meet the Principal on 27/03/2023. PDC- 24/03/2023
9.	The internship details of each student should be submitted to the Principal. PDC- 31/03/2023
10.	ISO second stage audit is scheduled on 4th and 5th April 2023.
11.	A meeting for the status of NAAC file completion will be conducted on 31/03/2023.
12.	On all Fridays 3.00 pm to 4.00 pm will be allotted as playtime for first years. No mobile phones are permitted during this hour. The recess from 2.10 pm to 2.20 pm will not be provided for these students. The converted last hour of Friday will be compensated on Saturdays.
13.	The remedial classes should be conducted effectively to prepare them for the University exams.
14.	The mobile phones of first year students should be collected everyday compulsorily and if required higher semester student's mobile phones can also be collected.
15.	Department wise module completion schedule for all semesters should be prepared. The portions of S4, S6 and S8 should be completed on 26/04/2023 and S2 on 30/06/2023.
16.	The punctuality of students should be strictly monitored. The unauthorised leave should be noted and charity funds should be collected in both the cases.
17.	The projects that are beneficial for the society can be submitted by students for IEEE projects.
<b>Sign(HOD)</b>	
<b>ACTIONS TAKEN</b>	
1.	The question bank of module 3 was submitted.
2.	The result analysis of series test I was submitted.
3.	The papers for the IEEE Conference were submitted.
<b>HOD(Sign)</b>	



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Elanjil, Ernakulam - 686 665





**Minutes of Meeting- Disciplinary Action Committee**

VIT/ADN/DAC/2022/MOM/01

Academic Year: 2022-23		Date: 15-09-2022	
Name of Facilitator: Anoop K J		Time: 1.30 pm	
Meeting Type: Scheduled		Venue: Conference Hall	
<b>Name of the Attendees</b>	<b>Sign</b>	<b>Name of the Attendees</b>	<b>Sign</b>
Prof. Subin P S, Registrar		Ramesh M, HoD ME	
Mr. Shaji Augustine, HoD of Communications & PRO		Timi Thomas, HoD CE	
Prof. Dr. Fed Mathew, Dean – Students Affairs		Akhil Beshy, HoD EEE	
Lt. Dr. T D Subash, Dean- Research & Innovation		Mrs. Bindhu Chandran, Asst. Prof. SH	
Divya Nair, HoD CSE			
<b>AGENDA</b>			
1. Discussion on previous minutes and action taken report		2. Charity fund	
3. Code of conduct		4. Any other matters	
<b>DISCUSSIONS &amp; SUGGESTIONS</b>			
1.	The members went through the minutes of the previous meeting and action taken report and expressed their acceptance.		
2.	Discussed about the collection of charity funds from students.		
3.	Discussed about the code of conduct for students.		
<b>DECISIONS</b>			
1.	The minutes and action taken report of the previous meeting were approved by the members.		



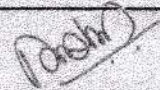

**PRINCIPAL**  
VISAT ENGINEERING COLLEGE  
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# VISAT ENGINEERING COLLEGE

MANAGED BY UNISIS GROUP OF COMPANIES

2.	A charity fund of Rs. 50 should be collected from students in case of late coming and of Rs. 100 in case of unauthorised leave.	
3.	All students should obey the code of conduct.	
		 Chairman(Sign)
<b>ACTIONS TAKEN</b>		
1.	The charity funds are collected from students in case of late coming and unauthorised leave.	
2.	The code of conduct is followed by the students.	
		 Chairman(Sign)



  
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







EXAM CELL COMMITTEE MINUTES - I

- Date & Time  
01/12/2022, Thursday in the Principal's chamber at 11.30 am

- Name of the participants

Sl. No	Name	Role
1	Dr. Anoop KJ, Principal	Chief Superintendent 
2	Prof. P.S. Subin, Registrar	Addl. Chief Superintendent 
3	Mr. Shinto Baby, AP/ME	Deputy Chief Superintendent 
4	Ms. Jibi Kurian, AP/CE	Addl. Deputy Chief Superintendent 
5	Prof. Sheeja Bhasher, HOD/SH	Member 
6	Mrs. Ann Joseena, LI/CSE	Member 
7	Mr. Athul Joshy, Sys Asst	Member & Technical Support 
8	Mr. Sujith MS, Lab staff/ CSE	Member 

- Purpose of the meeting.

The exam cell committee members conducted a meeting on 01/12/2022 in the principal's chamber at 11.00am to discuss the arrangements needed for the forthcoming university examinations December 2022, January 2023 & February 2023.


- Agenda items and topics to be discussed.

- B.Tech S1, S3, S5 & S7 (S & FE) Examinations December 2022 (2015 scheme)
- B.Tech S1, S3, S5 & S7 (R & S) Examinations December 2022 (2019 scheme)
- Any other relevant matters raised by members

- Action items.

- Decided to prepare the Examination Calendar - 'November 2022 - March 2023'



  
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