

Minutes of the Governing Board members meeting held on 15-3-2016

A meeting of the Governing Board was held on 15-3-2016 at Uswalyathi Engg. College, Chennai, chaired by Fr. George Pulickal (Manager VJEC) and discussed the following agenda:-

Name of the members attended the meeting:

1. Fr. George Pulickal - Manager VJEC. *GP*
2. Dr. Benny Joseph - Principal VJEC. *BJ*
3. Fr. George Aarthanand - Bursar VJEC. *GA*
4. Fr. Jini Vidakkemulaganal - Administrator VJEC. *JV*
5. Mr. S. Jayaramath M.P. - HOD BSN Dept. I. *SD*
6. Dr. Manoj V. Thomas - HOD. C.S. dept. *MT*
7. Mr. P. J. Jacob - Chartered Accountant. *PJ*

1. Purchase of generator with a capacity of 850 kVA for Uswalyathi Engg. College.
2. Recommended to surrender the additional batch allotted for Electronics and Communication Engg.
3. Requested the management to recruit teaching staff with PhD qualification.
4. Recommended for the expansion of all labs.
5. Purchase a bus for the transportation of students.

GP

Action taken

1. Purchased and installed.
2. Surrendered.
3. Recruited.
4. Completed.
5. Purchased.

Minutes of the Governing Board meeting held on 11.9.2016.
 A meeting of the Governing Board was held on 11.9.2016
 at Umasiyathi Engg. College, Chennai. Fr. Thomas Melvettath
 (Manager UJEC) presided over the meeting and has
 taken the following decisions:-

Name of the Members attended the meeting:

- | | | |
|---------------------------|-------------------------|-----------|
| 1. Dr. Thomas Melvettath | - Manager UJEC. | <i>TM</i> |
| 2. Fr. George Aravikunnel | - Bursar UJEC. | <i>AG</i> |
| 3. Dr. Benny Joseph | - Principal UJEC. | <i>BJ</i> |
| 4. Dr. Manoj V. Thomas | - HOD. CS Dept. | <i>MT</i> |
| 5. Mr. P.J. Jacob | - Chartered Accountant. | <i>PJ</i> |
| 6. Dr. Thomas Michael | - Principal VJIM | <i>TM</i> |
| 7. Fr. Jini Valakkannal | - Administrator. | <i>JV</i> |
| 8. Mr. Jagannath M.P. | - HOD. BSH Dept. | <i>JM</i> |
| 9. Fr. George Pulickal | - Member. | <i>GP</i> |

1. Re structured the Governing Board consisting Fr. Thomas Melvettath (Manager) w.e.f. 14.5.2016.
2. Requested to construct a mezzalane floor for the Canteen at UJEC to accommodate more students.
3. Requested to apply for reduction in intake for B.Tech Electronic and Communication and Applied Electronic & Instrumentation.
4. Proposed for the purchase of a boarding frame for M.Tech. Students and put forward for the approval of Central purchase Committee.
5. Requested for the purchase of more Computers for different labs.
6. Decided to include Dr. Thomas Michael (Principal VJIM) in place of Dr. A.P. George.

Dr. Thomas Melvettath
TM

Action taken

1. Completed
2. Completed
3. Reduced
4. Purchased
5. Purchased
6. Already included.

Minutes of the Governing Board members meeting held on 5-3-2017
 The Governing Board members meeting was held on 5-3-2017 at Vimalyathi Engg College, Chennai, chaired by Fr. Thomas Melialath (Manager VJEC) and discussed the following agenda:-
 Name of the members attended the meeting:

- | | | |
|----------------------------|------------------------|--------------------|
| 1. Dr. Benny Joseph | - Principal | <i>[Signature]</i> |
| 2. Fr. Thomas Melialath | - Manager | <i>[Signature]</i> |
| 3. Dr. Mary V. Thonao | - HOD - C.S. | <i>[Signature]</i> |
| 4. Mr. Jagannath M.P. | - HOD BSN | <i>[Signature]</i> |
| 5. Mr. P. J. Jacob | - Chartered Accountant | <i>[Signature]</i> |
| 6. Fr. George Aravikkunnel | - Bursar | <i>[Signature]</i> |
| 7. Fr. Twin Vackolakkumbal | - Administrator | <i>[Signature]</i> |
| 8. Fr. George Pulickal | - Member | <i>[Signature]</i> |

1. Evaluated the functioning of Solar plant.
2. Appreciated the management decision not to call for RCD during 2017-18.
3. Recommended to purchase more buses for the transportation of students.
4. Recruitment of faculties to fill the vacancies.
5. Discussed about the international seminar to be conducted by Electronics and Instrumentation dept.
6. Proposed for the purchase of new Computers and six workstations for the Lab.

Dr. Thomas Melialath
[Signature]

Action taken

2. RCD not called during 2017-18.
3. Purchased one bus.
4. Recruited
5. Purchased

Minutes of the Governing Board members meeting held on 15.10.14

A meeting of the Governing Board was held on 15.10.2014 at Vinnikotha College Changanassery, chaired by Fr. George Pulickal (Manager - VJEC) on his chairmans the following agenda:-

- Name of the members attended the meeting
- 1 Fr. George Pulickal - Manager - VJEC
 - 2 Fr. George Asorikannal - Bursar - VJEC
 - 3 Mr. P. J. Jacobs - Chartered Accountant
 - 4 Dr. K. S. Mathew - member
 - 5 Fr. Justin V. Joseph - Administrator - VJEC
 - 6 Dr. Benny Joseph - Principal - VJEC
 - 7 Mr. Jayanath M. P - (HOD - ASH - Dept.)

- 1 Evaluated the work in progress of the jubilee block building.
- 2 Decided to modify the existing Board room as a high tech Conference hall.
- 3 Decided to upgrade the classrooms into Smart class rooms.

Action taken

- 1 Completed
- 2 Completed
- 3 Completed

Minutes of the Governing Board members meeting held on 12.4.2015

A meeting of the Governing Board was held on 12.4.2015 at Vimala Matha Engg. College, Chengen, Rev. Fr. George Pulickal (Manager VJEC) presided over the meeting and discussed the following agenda:-

Name of the members attended the meeting:

1. Fr. George Asanikunnel - Bursar - VJEC
2. Fr. George Pulickal - Manager VJEC
3. Mr. Jagannath M.P. - HOD A.H. Dept.
4. Dr. Benny Joseph - Principal VJEC
5. Mr. P.J. Jacob - Chartered Accountant
6. Fr. Junin. V. Joseph - Administration - VJEC
7. Dr. S.S. Gnanapavan - member
8. Dr. A.P. George - Director

1. Decided to complete the jubilee block building by June 15 so that the classroom requirement for the next academic year can be fulfilled.
2. Decided to purchase more buses for the transportation of students.
3. Decided to construct a sewage water treatment plant.

George Pulickal

Action taken

1. Jubilee block completed
2. Purchased buses
3. Completed

Minutes to the Board of Trustees meeting held on 13/12/2017
 A meeting to the Board of Trustees was held on 10/12/2017
 at Archbishop's House, Thalassery, chaired by His Grace
 Most Rev. George Njoralakatt (Patron) and discussed the
 below mentioned agenda.

1. Abp. George Njoralakatt + George Njoralakatt
2. Bp. Joseph Pamplany + Bishop of
3. Fr. Antony - Parasameppadikkal Fr. ~~Antony~~
4. Fr. Dennis Chellakkatt Fr. ~~Dennis~~
5. Fr. George Asankunnel Fr. ~~George~~
6. Fr. Thomas Mchretal Fr. ~~Thomas~~

1. Most Rev. George Njoralakatt (Patron) appointed Most Rev. Joseph Pamplany as the Pro-Synodical of the Archdiocese and has become the Ex-officio Trustee of Meshaar Diocesan Educational Trust which is approved by the Board of Trustees.
2. "RESOLVED to avail an overdraft facility from South Indian Bank, Thalassery branch for Rs. 3,00,00,000 (Rupees three Crores only) and authorised Fr. Thomas Mchretal (Chairman) and Fr. George Asankunnel (Secretary) of Meshaar Diocesan Educational Trust to sign all documents jointly on behalf of the Trust."
3. Decided to convene the Governing Body meeting once in three months.
4. Decided to open a Career guidance Centre if possible, on its base in some nearby town.
5. Decided to purchase a new bus for the transportation of students.
6. It is decided to collect RCD from those engineering branches having more demand, if the Catholic Engg. College Consortium could obtain a Common Opinion.
7. It is decided to purchase the 11 acre land at Thaliparamba jointly by Corporate Educational Agency

2. E. G. George (Secretary), presented the minutes of the meeting of previous meeting held on 11.8.2019 and approved by the Board of Trustees.
3. RESOLVED THAT, Malayalam Educational Trust shall allocate required fund for creation of additional hostel and Bull room in Vimalyathu Sree College, Changanassery, Kerala - 620632, as required for additional intake in B.Tech Computer Science & Engineering course in Vimalyathu Sree College, and shall appoint required number of faculty and allocate required fund for procurement of equipment, furniture and other required articles for smooth functioning of the same.
4. Decided to purchase a CMC Lathu machine for production lab.

Good

Minutes of the Board of Trustees meeting held on 16.02.17
 A meeting of the Board of Trustees was held on 16.2.17
 at Subhadraperi House, Thrashery, chaired by his grace
 Mr. George Njambakkal (Patron) and discussed the
 the below mentioned agenda.

Name of the members attending the meeting

1. Mr. George Njambakkal *George Njambakkal*
2. Mr. Abraham Ponaka *Abraham Ponaka*
3. Dr. Thomas Malvathu *Thomas Malvathu*
4. Fr. Babu Parakkal *Fr. Babu Parakkal*
5. Fr. George Asankannal *Fr. George Asankannal*

1. Decided not to collect RCD this year to attract more students to the College.
2. *RESOLVED to avail a term loan of Rs. 30000000/- (Three Crores only) from The Federal Bank LTD, Br. Chennai, and authorized Fr. Thomas Malvathu (Chairman) and Fr. George Asankannal (Secretary) of Meshar Diocesan Educational Trust to sign all the documents jointly on behalf of the Trust and create equitable mortgage with respect to the property of the Trust.
3. Decided to purchase a Bus for the transportation of students.

Parakkal

Minutes of the Board of Trustees meeting held on 11.8.2017

The meeting of the Board of Trustees was held on 11.8.2017 at St. John's House, Thiruvananthapuram. Fr. Thomas Mathoth (Chairman) presided over the meeting and has taken the following business:

- Name of the members attended to the meeting:
1. Fr. Thomas Mathoth - Chairman
 2. Fr. Babu Parakkal
 3. Fr. George Anilkunnel
 4. Fr. James Chellath
 5. Fr. Joseph Pamplani
 6. Fr. Dr. Joseph Karimath

1. Discussed and analyzed the audited accounts for the year 2016-17 and approved by the Board of Trustees
2. Minutes of the previous meeting held on 16.2.17 were presented by Fr. George Anilkunnel and approved by the Board of Trustees
3. RESOLVED to open a current account with State Bank of India, Chempoo Branch in the name of "P.M. SVA - Vicarage of Egg College" and authorized Fr. Thomas Mathoth & Anilkunnel (Barrow, vicarage of Egg College - Chempoo) and Fr. George Anilkunnel (Barrow, vicarage of Egg College - Chempoo) to operate the accounts jointly.

TD

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Handwritten signature



| Class committee meeting report (thrice in a semester) | | |
|--|---|--------------------|
| Branch, Semester and Section | S5 EEE | |
| Date and time of meeting | 25/7/18: 1.15 PM | |
| Date of previous meeting | Firat class committee _S5 EEE | |
| Agenda of meeting | Academic matters Non academic matters Other issues if any | |
| Action points carried over from previous meeting | Nil | |
| <i>Action points identified with responsibility and target date relating to the conduct of the course, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students etc.</i> | | |
| Action point | Responsible person | Target date |
| Power Generation, Transmission & Protection-Class is not audible. | Ms. Amrutha Maria Mathew | |
| Microprocessor and Embedded Systems- Students need extra class for difficult topics. | Ms. Ankitha Sebastian | 31/7/18 |
| They need ordered text books in time | Librarian | 4/8/18 |
| General observations and comments on the course | | |
| Names and signatures of student members | Separate sheet attached | |
| Names and signatures of the faculty members | Separate sheet attached | |
| Name and signature of the chairman | | |



VIMAL JYOTHI ENGINEERING COLLEGE

JYOTHI NAGAR, CHAMPUR - 675532 KANNUR DIST., KERALA
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| Course committee meeting report (thrice in a semester) | | |
|---|--|-------------|
| Name of the course with code | MA 101 CALCULUS | |
| Date and time of meeting | | |
| Date of previous meeting | - | |
| Action points carried over from previous meeting | - | |
| Action points identified with responsibility and target date relating to the conduct of the course, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students etc. | | |
| Action point | Responsible person | Target date |
| If students have any clarifications or complaints regarding calculus, we have given details of HOD, M.H. left for them to clarify it. | HOD. | Any time |
| General observations and comments on the course | | |
| Moderately easy subject | | |
| Names and signatures of student members | 1. G. Devadasan 2. Anitha P A 3. Ashwin C 4. Mayurh 5. Sudeep 6. Arandu Sujith 7. Sreeharish 8. MEB | |
| Names and signatures of the faculty members | 1. K.V George 2. Ammu Jose 3. Vinethamol Abraham 4. Siji P. | |
| Name and signature of the chairman | | |

Minutes and Action taken report HOD Meeting 19.07.2018

| SI No | Details of Discussion and Decisions | Target Date | Action | Remarks | | | | | | | | | | | | | |
|--------|--|---|---|---|--------|---|-------------------------------------|---|----|--------|---|----|-----------|---|----|------|---|
| 1 | Staff requirement ME-0, CE – 0, Technician 1 EI – 0, Technician 0 EC – 1, Technician 0 ASH – 0 CS – 0, Technician - 1 EEE – 0 | | Managem ent | | | | | | | | | | | | | | |
| 2 | NBA – Pre-qualifier – ME, CE | Comple ted | HoDs | Pre-qualifier filed. – Revised pre-qualifier to be ready on or before 04.07.18 – Letter to NBA | | | | | | | | | | | | | |
| 3 | Placement – Target for 2017-18 – 250 Nos <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Branch</th> <th>No. of students placed through Placement Cell</th> <th>No of students placed through Dept.</th> <th rowspan="4"> <ul style="list-style-type: none"> ● List of students who have registered not reporting for recruitment drive to be forwarded to the HoDs for suitable action. ● Upcoming events ● Diya Systems, Mangalore ● Lazim Software, Bangalore ● Systools, Delhi – 21st August ● </th> </tr> </thead> <tbody> <tr> <td>CE</td> <td>7+ 2SL</td> <td>0</td> </tr> <tr> <td>ME</td> <td>27 + 15SL</td> <td>0 (Skilled Engineer 41 students enrolled)</td> </tr> <tr> <td>EC</td> <td>41 +</td> <td>0</td> </tr> </tbody> </table> | | | | Branch | No. of students placed through Placement Cell | No of students placed through Dept. | <ul style="list-style-type: none"> ● List of students who have registered not reporting for recruitment drive to be forwarded to the HoDs for suitable action. ● Upcoming events ● Diya Systems, Mangalore ● Lazim Software, Bangalore ● Systools, Delhi – 21st August ● | CE | 7+ 2SL | 0 | ME | 27 + 15SL | 0 (Skilled Engineer 41 students enrolled) | EC | 41 + | 0 |
| Branch | No. of students placed through Placement Cell | No of students placed through Dept. | <ul style="list-style-type: none"> ● List of students who have registered not reporting for recruitment drive to be forwarded to the HoDs for suitable action. ● Upcoming events ● Diya Systems, Mangalore ● Lazim Software, Bangalore ● Systools, Delhi – 21st August ● | | | | | | | | | | | | | | |
| CE | 7+ 2SL | 0 | | | | | | | | | | | | | | | |
| ME | 27 + 15SL | 0 (Skilled Engineer 41 students enrolled) | | | | | | | | | | | | | | | |
| EC | 41 + | 0 | | | | | | | | | | | | | | | |

| | | | | |
|---|---|----------|--|--|
| | | 12SL | | |
| | EI | 6+ 2SL | 0 (MoU with Prolific signed on 04.06.18 – 32 students) | |
| | CS | 24+22SL | 0 | |
| | EE | 10 + 3SL | 9 Sigmos – MoU + Training for 29 students | |
| 4 | It is proposed to conduct aptitude training 3 days (Konfidence) on 3 Saturdays for S7 students. + Weekly one hour aptitude test in the seminar hour for S7 students.(QP from placement dept. and test to be administered by faculty in-charge of seminar. Performance details to be consolidated by placement officer for positioning the students against suitable jobs. | | | S7- External aptitude training by Kofidence on Dates to be scheduled by Placement cell |
| 5 | Registration of Alumni Foundation | | HoD EE | Pending |



Minutes and Action taken report HOD Meeting 27.06.2018

| SI No | Details of Discussion and Decisions | Target Date | Action | Remarks | | | | | | | | | | | | | |
|--------|---|---|--|---|--------|---|-------------------------------------|--|----|--------|---|----|-----------|---|----|------|---|
| 1 | Staff requirement ME-3, CE – 1, Technician 2 EI – 0, Technician 0 EC – 2, Technician 0 ASH – 1(Mathematics) CS – 2, Technician - 1 EEE – 0 | | Managem ent | | | | | | | | | | | | | | |
| 2 | NBA – Pre-qualifier – ME, CE | Comple ted | HoDs | Pre-qualifier filed. – Revised pre-qualifier to be ready on or before 04.07.18 | | | | | | | | | | | | | |
| 3 | Placement – Target for 2017-18 – 250 Nos <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Branch</th> <th>No. of students placed through Placement Cell</th> <th>No of students placed through Dept.</th> <th rowspan="4"> <ul style="list-style-type: none"> ● List of students who have registered not reporting for recruitment drive to be forwarded to the HoDs for suitable action. ● Upcoming events ● Diya Systems, Mangalore ● Lazim Software, Bangalore ● Systools, Delhi ● </th> </tr> </thead> <tbody> <tr> <td>CE</td> <td>7+ 2SL</td> <td>0</td> </tr> <tr> <td>ME</td> <td>27 + 15SL</td> <td>0 (Skilled Engineer 41 students enrolled)</td> </tr> <tr> <td>EC</td> <td>41 +</td> <td>0</td> </tr> </tbody> </table> | | | | Branch | No. of students placed through Placement Cell | No of students placed through Dept. | <ul style="list-style-type: none"> ● List of students who have registered not reporting for recruitment drive to be forwarded to the HoDs for suitable action. ● Upcoming events ● Diya Systems, Mangalore ● Lazim Software, Bangalore ● Systools, Delhi ● | CE | 7+ 2SL | 0 | ME | 27 + 15SL | 0 (Skilled Engineer 41 students enrolled) | EC | 41 + | 0 |
| Branch | No. of students placed through Placement Cell | No of students placed through Dept. | <ul style="list-style-type: none"> ● List of students who have registered not reporting for recruitment drive to be forwarded to the HoDs for suitable action. ● Upcoming events ● Diya Systems, Mangalore ● Lazim Software, Bangalore ● Systools, Delhi ● | | | | | | | | | | | | | | |
| CE | 7+ 2SL | 0 | | | | | | | | | | | | | | | |
| ME | 27 + 15SL | 0 (Skilled Engineer 41 students enrolled) | | | | | | | | | | | | | | | |
| EC | 41 + | 0 | | | | | | | | | | | | | | | |

| | | | | |
|---|--|----------|--|---|
| | | 12SL | | |
| | EI | 6+ 2SL | 0 (MoU with Prolific signed on 04.06.18 – 32 students) | |
| | CS | 24+22SL | 0 | |
| | EE | 10 + 3SL | 9 Sigmos – MoU + Training for 29 students | |
| 4 | Course team meetings-Faculty has to be prepared for all 6 modules. There will be a presentation of 5-10 minutes about any topic from the 6 modules. Also two question papers and one assignment must be ready. | | HoDs and course leaders | <p>S1 – 10.07.18 – Course Team</p> <p>S3, S5 and S7 –</p> <p>CE-5.7.18</p> <p>ME-6.7.18</p> <p>CS- 9.7.18</p> <p>EI-11.7.2018</p> <p>EC-12.7.18</p> <p>EE-13.07.18</p> |
| 5 | Design Project Workshop | | Dept Coordinator of Design Project | <p>Conduct department wise Design project workshop on 21.7.2018</p> <p>1.Objective-Student has to be clearly understand the syllabus, evaluation procedure and works to be done under this course</p> <p>2.Groups and guides have to be decided</p> <p>3.A probable list of around 30 products/processes have to be issued to the students</p> <p>4.Last year project reports/samples to be demonstrated to the students</p> |

| | | | | |
|---|--|--|-------------------------------|--|
| | | | | 5.Presentation schedule for evaluation has to be finalized. |
| 6 | Design Project Evaluation | | Coordinator of Design Project | <p>First Evaluation</p> <ul style="list-style-type: none"> • Based on submission of a study report consists of study of 3 simple techniques/products as mentioned in the course plan under study by individual student(No. of pages-Maximum 10 A4 size pages) • Date of submission of design project study report-31.7.2018 • Publication of design project study report evaluation marks-7.8.18 <p>Second Evaluation</p> <ul style="list-style-type: none"> • Based on preliminary design project report by a team of students. It should consists of 1)Identification of product/process 2)Justification/Necessity/Utilization/Advantages of product/process 3)proposed workplan(Maximum 10 A4 size pages to be submitted by the group) • Preliminary design project report submission date-11.9.2018 • Publication of evaluation marks-18.9.18 • Submission of final design project report-4.10.18 • Final Evaluation of design project-6.10.18 |
| 7 | It is proposed to conduct aptitude training 3 days (Konfidence) on 3 | | | S7- External aptitude training by Kofidence on 21.07.18, 04.08.18 and 06.10.18 |

| | | | | |
|---|---|--|--|---|
| | <p>Saturdays for S7 students. + Weekly one hour aptitude test in the seminar hour for S7 students.(QP from placement dept. and test to be administered by faculty in-charge of seminar. Performance details to be consolidated by placement officer for positioning the students against suitable jobs.</p> | | | |
| 8 | Institute level IQAC formation (NAAC) | | | Constituted |
| 9 | BTech (Honors) | | | <p>Additional course Classes duration as follows.</p> <p>EE – 7.07.18-16.07.18 CE – 4.07.18-13.07.18 EC – 9.07.18-16.07.18 EI – ME – CS – 9.07.18-16.07.18</p> <ul style="list-style-type: none"> • If necessary, more classes to be conducted beyond the normal working hours during the ensuing semester. • Number of internal exams – 3 • Number of assignments – 2 • HoDs to conduct assessments at dept. level on suitable dates. |