



VISWAJYOTHI

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to APJ Abdul Kalam Technological University

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Ref: VJCET/PPL/2021/07

Date: 16.08.2021

Office Order

In order to improve the Academic Performance of the Institution and to closely monitor the academic activities, an Academic Performance Improvement Plan (APIP) will be implemented at VJCET with immediate effect. The Academic Performance Monitoring Committee (APMC) is hereby constituted to effectively coordinate with all departments of VJCET for effective implementation of (APIP) and to follow up with all stake holders.

Sl. No	Name	Designation	Position
1.	Dr Sajjan T John	Associate Professor, ME	Convener
2.	Dr. Sheela V K	Associate Professor, IT	Co-Convener
3.	Mr. Sivadas T Nair	Assistant Professor, AD	Member
4.	Ms. Tina Jose	Assistant Professor, CE	Member
5.	Mr. Andrews Jose	Assistant Professor, CSE	Member
6.	Ms. Lekshmi M S	Assistant Professor, ECE	Member
7.	Mr. Babu T Chacko	Assistant Professor, EEE	Member
8.	Mr Tijo Jose	Assistant Professor, ME	Member
9.	Ms. Viji George	Assistant Professor, S&H	Member
10.	Dr. Anu George	Associate Professor, MBA	Member

Following are the salient features of the APIP

1. Prepare and maintain a data base by clearly indicating the up-to-date performance status of each student in the University Examination in all the semesters.
2. Identifying the group of students who are relatively weak in academic performance.
3. Establishing regular interaction with the faculty handled the subjects in regular class.
4. Monitoring the adequacy of remedial classes and the attendance during normal time and supplementary exam season.
5. Ensure that the students with supplementary papers have proper and sufficient study materials.
6. Ensure University Question papers with answer key for all University question papers of 2015 scheme is uploaded and available in the MS Teams folder.

7. Ensure adequate number of Online/Off line model tests are conducted for students appearing for supplementary examination.
8. Ensure that parents know about the progress of student's performance in the University Examinations and their active involvement in clearing arrears.
9. Ensure that meeting of parents and teachers of each class is conducted periodically with the participation of all concerned.
10. Create awareness about the importance of proper way of writing/answering University Examination.
11. Implementing University question paper pattern in the series tests, model tests and makeup test conducted in the college.
12. Ensure that the students with supplementary papers have registered and appeared for supplementary examinations in time.
13. Special focus on students having 5 or less than 5 number of supplementary papers.
14. Inform students and parents about the importance of passing all papers in 6th, 7th and 8th Semester in the first attempt.
15. Suggest and implement measures to make online classes more effective.
16. Ensure regular and effective mentoring of students by faculty.

Committee shall periodically report to Principal VJCET and Director VJCET about the progress of APIP implementation.



Principal VJCET

To

1. Manager, VJCET
2. Director, VJCET
3. Principal, VJCET
4. Vice Principal, VJCET
5. Deans, VJCET
6. HODs, VJCET
7. AO, VJCET
8. All members of the committee