

# VIMAL JYOTHI ENGINEERING COLLEGE

Chemperi, Kannur






## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of the meeting

Venue: Board Room

Date: 24.09.2019

Members present:

1. Dr.Benny Joseph 
2. Dr.T.D.John
3. Fr.Bibin Antony
4. Dr.Manoj V Thomas 
5. Dr.Roshini TV 
6. Prof.Laly James 
7. Prof.Reema Mathew 
8. Cmdr.Raju K Kuriakose
9. Dr.Biju Mathew
10. Prof.Jagannath
11. Mr.Jijo Joseph
12. Dr.D.Anto Sahaya Dhas

- The meeting starts at 11.45 a.m. The IQAC Coordinator welcomed the members.
- The weakness and challenges based on the NAAC peer team report was discussed.
- Discussed about the establishment of Incubation centre in the campus. Dean Research had already initiated the process with MSME.
- Discussed about the functioning of IEDC.
- It is suggested to conduct more sports activities. Physical education department is advised to prepare a schedule for the sports activities and events. The time slot should be after 4.30 p.m.
- The improvement in placement activities was discussed. Online monitoring system for placement is suggested by IQAC.
- Suggested to start cultural and literary clubs to improve the cultural activities for the students. It is also suggested to identify faculty-in-charge to coordinate the clubs.
- Discussed about the improvement of communication in English in the campus. It is suggested to conduct more GD programs and materialize BEC program.
- Benchmark for faculty quality enrichment was discussed. It is suggested that the faculty member should attend at least one FDP of minimum five days duration in an academic year. Also faculty should show interest in publishing research articles.
- Discussed about KTU internal and external academic audit. IQAC decided to conduct the first internal audit between 07.10.19 to 15.10.19. The Institution level IQAC members of each department will be the internal auditors.

  
IQAC Coordinator

IQAC Chairman



Action Taken.

(1) Dr. John has taken the initiative steps on MSMT.

(2) Already started the Sports activity after the class time 4:10 onwards.



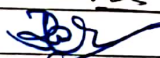
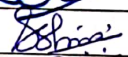

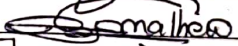
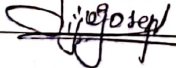
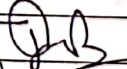

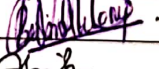
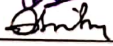

(3) Cultural and arts activities are pending, will take steps to start as early as possible.

(4) Academic audit both internal and external audit completed.

24.  
Date: 24.09.2019

Venue: Boardroom.

Participants:

1. Jagannath. M.P 
2. Laly Juma 
3. Reema Mathew 
4. Dr. Rashini. T.V 
5. Rejin K.K M.E 
6. Dr. Biju Mathew 
7. Jijo Joseph 
8. Dr. T.D. John 
9. Dr. D. Anto Selva Shes 
10. Dr. Bibin Varunpattath 
11. Dr. Manoj V. Thomas 
12. Reem Joseph 


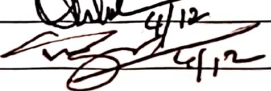
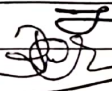

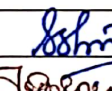

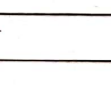
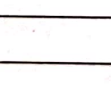
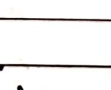


Date: 4.12.2019

Venue: Board Room.

Members present:

- |                              |     |  |
|------------------------------|-----|--|
| (1) Dr. T.D. John            |     |  |
| (2) Dr. D. Anto Sahaya, Shms |     |  |
| (3) Raju KK                  | ME  |  |
| (4) Jagannath - M.P.         | ASH |  |
| (5) Purna Mathew A           | ECE |  |
| (6) Mr. Boji. Mathew         | CE  |  |
| (7) Dr. Roshini - T.V        | ECE |  |
| 8. Jijo Joseph               | ECE |  |
| 9. Ryne P.M                  | ME  |  |

  
 Date 4/12  
  
  
  
  
  
  
  


Agenda:

1. Discussion on previous meeting minutes.
2. Discussion on ESO external audit report remarks.
3. Discussion on suggestions to improve the quality of the institution.
4. Any other matters.



Minutes and Action taken report of IQAC meeting 04.12.2019

| Sl.No | Details of Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Target date | Action            | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | KTU external audit report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |             |                   | Dr.Benny Joseph (Principal) suggested that, based on the remarks of external auditor, preparedness is to be improved further.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2.    | <p>Dr.T.D.John (Dean, research) suggested to strictly abide by the rules &amp; regulations and academic calendar of the KTU. He also gave a suggestion to reduce the number of series tests from four to two so that the academic pressure of both students and faculty members can be reduced and more co-curricular and extracurricular activities can be implemented satisfying the OBE principle of <i>imparting knowledge, skills and attitude</i> in students for making them professionally competent. He also suggested that if required, a third test can be conducted for the weak students to meet the minimum eligibility conditions. He also observed that the weightage system presently followed for calculating the internals will only adversely affect the total marks of our students, as in the current system students are aiming only for 22.5 marks.</p> |             | Dr.AntoSahayaDhas | <p>Principal reiterated that 4 series exams are meant for the continuous assessment and to improve the academic performance of our students in line with the principles of continuous assessment. Dr.Anto mentioned that there are no improvements in results for the last four years and faculty are unable to thoroughly complete the portions before each test due to the short time gap between tests. Principal directed Dr.Anto to provide analysis and evidence to prove that there was no performance improvement by introducing 4 tests, before making any changes in the current system.</p> |
| 3.    | Dean suggested for appointing faculty members for the entire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             | Principal         | To be brought to the attention to management for                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |





|    |                                                                                                                                                                                                                                                                          |            |                                           |                                                                                                                                                                                                                                                                                 |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | hostels to closely monitor the study hours of students and for necessary mentoring. They can be provided free accommodation and food.                                                                                                                                    |            |                                           | appropriate action.                                                                                                                                                                                                                                                             |
| 4. | Dr. Anto Sahaya Dhas (IQAC Coordinator) proposed a new system by reducing the class timing to 50 minutes so that 7 hours can be engaged in a day and the working Saturdays can be utilized more for conducting curricular, co-curricular and extracurricular activities. |            | HoD ECE & Time table in charge            | In response to this statement Principal ordered HoD ECE to handover IETE charge to Dr. Anto and provide full freedom for him to conduct programs for the students in ECE department under IETE banner. One hour per week will be allotted in the timetable for other activities |
| 5. | Cdr. Raju KK (HoD/ME) suggested that the documentations should be standardized across all the departments with respect to NAAC, NBA and KTU.                                                                                                                             |            | IQAC Coordinator & Maintenance department | Principal said that an exclusive office for IQAC will be set up soon for maintaining all the centralized documents related to quality aspects.                                                                                                                                  |
| 6  | Conducting the next meeting by inviting all external IQAC members                                                                                                                                                                                                        | 18.12.2019 | IQAC Coordinator                          | Principal suggested to conduct the follow up meeting on 18 <sup>th</sup> December, 2019.                                                                                                                                                                                        |



**VIMAL JYOTHI**  
**ENGINEERING COLLEGE**

Affiliated to APJ Abdul Kalam Technological University &  
Kannur University | Approved by AICTE  
Under the Archdiocese of Thalassery

**Minutes and Action taken report of IQAC meeting 18.12.2019**

| SL No | Details of Discussion                              | Target date | Action                                                     | Remarks                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------|----------------------------------------------------|-------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Procedures for MSME                                | 16.12.2019  | Dean (Research), Dr.Sampath Kumar (AEI) and Mr.Sarin (EEE) | Status to be updated – Will be completed by January 1 <sup>st</sup> week                                                                                                                                                                                                                                                                                                                                         |
| 2.    | IEDC                                               | 10.01.2020  | Dr.Sampath Kumar (Professor /AEI)                          | Last year activity report (in 3 pages) and expenditure report for AY 2018-19 and 2019-20 – To be submitted by 10.01.2020 to IQAC Coordinator                                                                                                                                                                                                                                                                     |
| 3.    | Sports activities                                  | 10.01.2020  | Mr.Shaji M A (Physical Director)                           | report on list of activities conducted in AY 2019-20 (up to December) and list of activities proposed for the even semester of AY 2019-20– To be submitted by 10.01.2020 to IQAC Coordinator                                                                                                                                                                                                                     |
| 4.    | Cultural and Literary club                         | 10.01.2020  | Mr.Saneesh (AP/CE department)                              | list of activities conducted in AY 2019-20 (up to December) and list of activities proposed for the even semester of AY 2019-20– To be submitted by 10.01.2020 to IQAC Coordinator                                                                                                                                                                                                                               |
| 5.    | Staff development – Research contribution and FDPs | 10.01.2020  | HoDs of all departments                                    | Research contribution and FDPs attended for AY 2019-20 (upto December) to be submitted to Dean Research – Except EEE all other depts are pending – google sheet <a href="https://docs.google.com/spreadsheets/d/1Pyg5M8Z5U-8WCYmriddb5oWy1gnCcjrOL2HmjbkICIY/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1Pyg5M8Z5U-8WCYmriddb5oWy1gnCcjrOL2HmjbkICIY/edit?usp=sharing</a><br>Data can be retrieved |





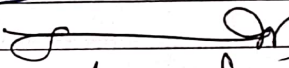
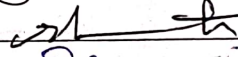

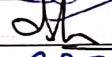


Date: 18/12/19

Venue: Board Room

## Agenda:

1. Discussion on previous meeting minutes.
2. Discussion of suggestions to improve the quality of the institution
3. Any other matters.

## Members present:

1. Fr. Bibin Antony Clarempalath 
2. Dr. Anto Lakshyadas
3. Dr. Manoj V Shum 
4. Jagannath. M.D. 
5. Pyre. P.M. 
6. Reema Mathew. A. 
7. Laly Gann 
8. Dr. Reshmi. TV 
9. Dr. Biji. Malbar 





| Minutes and Action taken report of IQAC meeting 07.04.2020 |                                      |             |                                                                                                                                                                                                                                                                                                                                                                                             |                                          |
|------------------------------------------------------------|--------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Sl.No                                                      | Details of Discussion                | Target date | Action                                                                                                                                                                                                                                                                                                                                                                                      | Remarks                                  |
| 1                                                          | AQAR submission for 2018-19          | 05.06.2020  | IQAC                                                                                                                                                                                                                                                                                                                                                                                        | To be completed                          |
| 2.                                                         | AQAR preparation – Work distribution | 26.05.2020  | Section A –<br>Dr.D.Anto Sahaya Dhas<br><br>Criterion 1 –<br>Dr.Manoj V Thomas<br><br>Criterion 2 –<br>Dr.Roshini TV<br><br>Criterion 3 –<br>Ms.Laly James<br><br>Criterion 4 –<br>Ms.Reema Mathew<br><br>Criterion 5 –<br>Cdr.Raju K Kuriakose<br><br>Criterion 6 –<br>Mr.Jagannath<br><br>Criterion 7 –<br>Dr.Biju Mathew<br><br>Final Compilation<br>– Dr.D.Anto Sahaya Dhas,<br>Mr.Ryne | To be completed.<br>Review on 05.05.2020 |

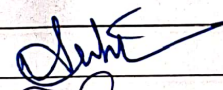

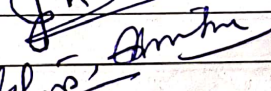
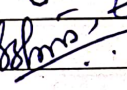
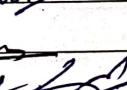
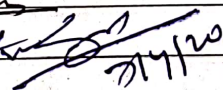
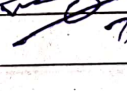
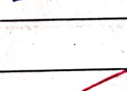
Date: 2/4/20

Venue: Online

## Agenda:

- 1) Review of previous ATR
- 2) ARAR submission
- 3) Distribution of the preparation work.
- 4) Any other matters.

## Members present:

1. Dr. Benjamin Joseph.
- 2) Dr. D. Anto Sahaya Das. 
- 3) Dr. T. D. John. 
- 4) Dr. Manij V. Thomas. 
- 5) Ms. Roshini. 
- 6) Ms. Laly James. 
- 7) Cdr. Raju K. R. 
- 8) Mr. Jegannath. 
- 9) Ms. Leema Mathew. 
- 10) Dr. Bijju Mathew. 