Date: 8/11/2022, 12.10 pm

Venue: Board Room

Agenda:-
1. Internal Audit 2022-23 ODD sem
2. Upcoming KTU Academic Audit
3. Other matters

Attendance

1. Dr. Jayesh George
2. Josleen. J. Puthumana
3. Mejo M Francis (ME)
4. Dr. P. Sridharan (ME)
5. Dr. Vibhoosha M.P (CE)
6. Neena. V.V (CSE)
7. Shimna. P.K (ECE)
8. Prabin James (EEE)
9. Dr. R. SENTHIL KUMAR (EEE)
10. Anit Thomas M (ADS)
11. Shamyer. A AEI
12. Dr. Roshini. T V Dean academic
13. Benny Joseph

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Principal.VJEC

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Minutes and Action taken

| Topic: IQAC Meeting | | Date and Time: 8/11/2022, 12.10 PM | | Venue: Board room |
|---|---|---|---|---|
| SL No | Details of discussions | Target Date | Action | Remarks |
| 1 | Internal Audit schedule | 10/11/2022-11/11/2022 | IQAC Members and Department DQAC | Audit report should be reached at IQAC coordinator before 11/11/2022, 3.00PM |
| 2 | It is proposed to convert every first Saturday is working day for the staff members only to conduct statutory meetings, departmental meeting and IQAC programs. | | Governing Body | |
| 3 | PA system for all faculty- It is proposed to Bulk purchase PA system for all faculties with subsidy from management. | | Management | |
| 4 | It is proposed to Purchase Bulk Photocopying/Scanning machine for Digitization of office files. | - | Management | For Paperless office |
| 5 | Industry training for students for improving teaching learning process | Current semester onwards | Department heads | |
| 6 | IQAC report of QP Approval- Spaneos to be incorporated with detailed report such as date and time of approvals, rejection Comments, Various quality parameters. | | Spaneos Admin | A detailed report is needed for the quality purpose. |
| 7 | Lecture Capture System for every classroom | | Management | To support needy students like absentees, revision required students etc. |
| 8 | Motion sensor based power saving technology on every class room | | management | To reduce the power usage. To support go green activity. |
| 9 | Encouraged to attend all 8 modules of Technical Teachers training program | | Faculty who have less than 5 years experience | To improve teaching quality. |
| 10 | It is advised to use Knimbus Library Platform by all teachers and researchers | Immediate Action | Library | |

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Date: 29/03/2023

Agenda

1. ATR of the Previous meeting
2. Feedback and Result Analysis
3. Quality enhancement in teaching learning process-suggestions
4. Other quality enhancement suggestions.

Attendees.

1. Dr. R. SENTHILKUMAR EEE R. Swaminathan 29/3/23
2. Mr. Prabin James, AP EEE
3. Miss. Anugree. C
4. Dr. Vibhoosha. M.P
5. Dr. P. Sridharan ME 29/3/2023
6. Mejo M Francis ME
7. Anit Thomas M ADS 29/3/23 29/3/23
8. Neena. V.V CSE
9. Shimna P.K E.C.E 29/3/2023 29/3/23
10. Dr. Roshini J V Deanacademi 29/3/23
11. Benny Joseph
12. Sharmya. A AEI

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Minutes and Action taken report of IQAC

| Topic: IQAC Meeting | Date and Time: 29/03/2023, 12.10PM | Venue: Board room |
|---|---|---|

**Action Taken report on Previous meeting**

**Previous meeting date: 13/12/2022**

| SL No | Details of discussions | Action taken |
|---|---|---|
| 1 | It is proposed to conduct 30 Hours Add on course for all second, third and fourth year students | Completed |
| 2 | IQAC proposed to audit the internal examination answer scripts of S1 Courses by first year Coordinators. | Audited and some papers are sent for revaluation. |
| 3 | It is proposed to remove further quality procedures for cloned question papers | Completed |
| 4 | Girls Toilet cleaning frequency needs to be improved. Some of the pipes are broken in wash rooms in girl's toilet. Frequent auditing is required | Pending. |

**29 March 2023 meeting minutes**

| SL No | Details of discussions | Target Date | Action | Remarks |
|---|---|---|---|---|
| 1 | Department IQAC members are entrusted to collect feedback from their departments and same will be discussed in the IQAC meeting for the action. | Next IQAC Meeting | Department IQAC Members | |
| 2 | During Timetable preparation, tough courses shall be allotted based on the preferences of the faculty | Next semester Timetable preparation | Dr Reema Mathew | |
| 3 | Raw data of feedback is required for NBA and NAAC. Details shall be incorporated in ERP | 31/05/2023 | Mr. Akhil, CSE Dept | After the consultation with Principal |
| 4 | It is proposed to circulate a google form for entering the details of rejected internal exam question papers. | Immediate effect | Dr Jayesh George | Form:https://forms.gle/JoxxHU4N2Wp4obWA9 Response:https://docs.google.com/spreadsheets/d/17bAG6DHXRPAZGGKpglacUhEX_PUMNIjEr00Ixbelco0/edit?usp=sharing |
| 5 | IQAC proposes to conduct special booster class for slow learners in C | 31/05/2023 | Staff handling C Programming in S2 | |
| 6 | A language lab with AI Capability is proposed | 31/05/2023 | Management | |
| 7 | Departments are requested to take additional responsibility to invite Core companies for placements. | 31/05/2023 | HoDs | |

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Date 14/06/2025

Agenda

1. ATR of the previous meeting
2. Internal audit
3. Audit form template modifications, if any
4. External audit
5. Other suggestions for Quality Enhancement

Attendees

| | | | |
|---|---|---|---|
| 1. | Dr. P. Sridharan | ME | |
| 2 | Mrs M Jancis | ME | |
| 3 | Prabin James | ~~EEE~~ | |
| 4. | Anil Thomas M | ADS | |
| 5 | Meena. V.V | CSE | |
| 6. | Hridya P | CE | |
| 7 | ~~Benny Joseph~~ | | |
| 8 | Chemmye. A | AE I | |
| 9 | Anusree C | ECE | |
| 10. | Dr James Cyriac | ECE | |
| 11. | Dr. Rashmi. I V | ECE | |

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Minutes and Action taken report of IQAC

| **Topic: IQAC Meeting** | **Date and Time: 14/06/2023, 12.10 PM** | **Venue: Board room** |
|---|---|---|

**Action Taken report on Previous meeting**

**Previous meeting date: 29 March 2023**

| SL No | Details of discussions | Action taken |
|---|---|---|
| 1 | Department IQAC members are entrusted to collect feedback from their departments and same will be discussed in the IQAC meeting for the action. | Pending |
| 2 | During Timetable preparation, tough courses shall be allotted based on the preferences of the faculty | Informed TT Coordinator and will be incorporated from next semester. |
| 3 | Raw data of feedback is required for NBA and NAAC. Details shall be incorporated in ERP | Solved |
| 4 | It is proposed to circulate a google form for entering the details of rejected internal exam question papers | Shared |
| 5 | IQAC proposes to conduct special booster class for slow learners in C | Completed |
| 6 | A language lab with AI Capability is proposed | Pending |
| 7 | Departments are requested to take additional responsibility to invite Core companies for placements. | Pending |

14 June 2023 meeting minutes

| SL No | Details of discussions | Target Date | Action | Remarks |
|---|---|---|---|---|
| 1 | For Internal audit, following files will be verified<br>1. Previous semester (2022-23 ODD Sem) course files completed in all respect (Including attainment sheet (From Spaneos) for the semester for which the results came) in hard copy.<br>2. Semester 8 Course files (2022-23 Even sem) in Hard Copy<br>3. Current Semester Course files (Except sem 8) may be kept in hard/soft copy.<br>4. Academic files A, B, C, and D files are in hard copy. | 20 June 2023 | All staff | - |
| 2 | All the certificates issued to students shall be traceable with QR Code. | - | Program Coordinator and/or IQAC | - |
| 3 | The IQAC Department coordinators have suggested the implementation of departmental file rooms. | - | Principal | - |
| 4 | IQAC has recommended the establishment of a dedicated office with dedicated staff. | - | Principal | - |

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