

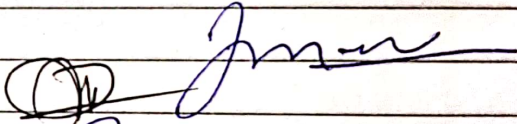

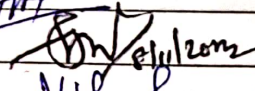
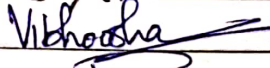

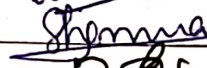
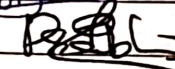
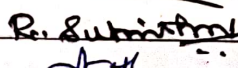
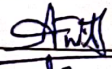

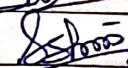

Date: 8/11/2022, 12:10 PM

Venue: Board Room

Agenda:-

1. Internal Audit 2022-23 ODD Sem
2. Upcoming KTU Academic Audit
3. Other matters

Attendance

- | | |
|---------------------------------|---|
| 1. Dr. Jayesh Awya |  |
| 2. Justice S. Pulikkan | |
| 3. Mrs M Francis (ME) |  |
| 4. Dr. P. Sridharan (ME) |  |
| 5. Dr. Vibhoosha M.P (CE) |  |
| 6. Neena V.V (CE) |  |
| 7. Shrima P.K (ECE) |  |
| 8. Prabir Jamb (EEE) |  |
| 9. Dr R. Senthil Kumar (EEE) |  |
| 10. Anil Thomas M (AOS) |  |
| 11. Shanmug. A AEI |  |
| 12. Dr. Rashmi TV Dean Academic |  |
| 13. Benny Joseph |  |

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- Spaneous to be incorporated with detailed report such as date and time of approvals, rejection Comments, Various quality parameters.		Spaneous 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	



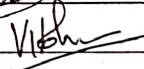
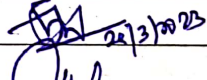
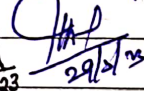
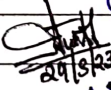
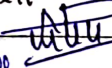
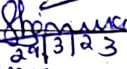
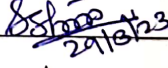


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18/11/2022

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. Senthikumar EEE R. Subramani
2. Mr. Prabin James, AP EIT 
3. Miss. Anusree.C 
4. Dr. Vibhoosha M.P 
5. Dr. P. Sridharan ME 
6. Mejo M Francis ME 
7. Anil Thomas MD ADS 
8. Neena V.V CSE 
9. Shirona P.K E.C.E 
10. Dr. Rashmi J.V Dhanarajini 
11. Benny Joseph 
12. Shamyra.A AEI 

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 reevaluation.	
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.	

19 March 2023 meeting minutes




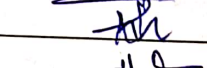
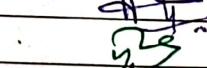


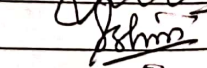
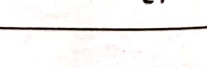
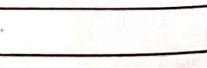
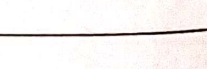
SL No	Details of discussions	Target Date	Action	Remarks
1	Department IQAC members are entrusted to collect feedback from their departments and same will be discussed in the IQAC meeting for the action.	Next IQAC Meeting	Department IQAC Members	
2	During Timetable preparation, tough courses shall be allotted 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/17bAG6DHXRPAZGGKpgIacUhEX_PUMNiiEr00I_xbelco0/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	

Date 14/06/2024

Agenda

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

Attendees

1. Dr. P. Sridharan	ME	
2. Mejo M Francis	ME	
3. Prabir Janga	EE	
4. Anil Thomas M	ADS	
5. Neena V.V	CSG	
6. Hridya P	CE	
7. Benny Joseph		
8. Shemys A	BSJ	
9. Anusree C	ECC	
10. Dr. Jyoti C	ECC	
11. Dr. Pushpini T V	ECC	

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 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. 2. Semester 8 Course files (2022-23 Even sem) in Hard Copy 3. Current Semester Course files (Except sem 8) may be kept in hard/soft copy. 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	-