

Minutes and Action taken report of IQAC

Topic: IQAC Meeting		Date and Time: 24/08/2023, 2.30PM	Venue: Board room
Action Taken report on Previous meeting			
Previous meeting date: 14 June 2023			
SL No	Details of discussions	Action taken	
1	Internal Audit and External Audit	Audits completed and waiting for the External audit report for further action.	
2	All the certificates issued to students shall be traceable with QR Code.	Completed. All certificates need to be encoded with a QR Code containing a Google Form link created by IQAC. Those desiring to authenticate a certificate's legitimacy must complete the Google Form. Any inquiries will receive a response from IQAC or the VJEC Office within 5 days. Program coordinators are directed to fill the coordinators link to send the details to the IQAC/Office. Coordinator Link: https://forms.gle/wNYEC1CWEFnW8PsZ9 Link for verifier: https://forms.gle/Kp1R3xk8aQXBeKAs9	
3	The IQAC Department coordinators have suggested the implementation of departmental file rooms.	The Computer Science department will promptly be provided with a new file room. Remaining departments are advised to arrange their files based on the space available to them.	
4	IQAC has recommended the establishment of a dedicated office with dedicated staff.	Completed	

14 June 2023 meeting minutes

SL No	Details of discussions	TargetDate	Action	Remarks
1	Benchmark and Level Fixing	Immediate	All Concerned	Benchmark and level fixing methods are finalized.
2	College Strategic Plan	-	College Council	Considered and finalized the strategic plan. Submitted to higher levels for the approval/correction.
3	NPS	-	Mr Stanly Kurian	Mr Stanly Kurian is entrusted to study the feasibility of NPS in our campus
4	Paternity Leave	-	Management	10 Days half pay leave is proposed.
5	Alumni, Student, Employer and Faculty feedback forms	-	Ms. Ancy K Sunny	Finalized. Alumni: https://docs.google.com/forms/d/e/1FAIpQLSevYw9aH5hjLkZzwdQG3f7OBm7GTw_uMJnhgBn6rtUqXdKwtw/viewform?usp=sf_link Student: https://docs.google.com/forms/d/e/1FAIpQLSdhvEzYqv0DGxlUmkamoYK5_1fd9tyQMRBcnHcdjY53eyIMjA/viewform?usp=sf_link Faculty: https://docs.google.com/forms/d/e/1FAIpQLSfysD37fLXPage1of43-11E4C1hd0Mhjre3iqxAobNSFrXk5KCO/viewform?usp=sf_link

				usp=sf_link Employer: https://docs.google.com/forms/d/e/1FAIpQLSfPc30U7NqWFQWFmFYSFoV1vuTp2tE1dTaoI6G79MrbOOQybaA/viewform?usp=sf_link
6	Orientation for new teachers	September Month	Dean Academics	-
7	IQAC of Internal Exam question bank	Immediate	All concerned	A google form will be circulated. https://docs.google.com/forms/d/e/1FAIpQLSd4jX65awoX9C4B2aM_57CnXDoIhoc5KM9wOrnn_xG5SzlJoQ/viewform?usp=sf_link

Bench mark and Level fixing

a. Level fixing

Step 1: Take the average of last 3 years result of a particular subject and fix that average fall in level 2.

Step 2: Levels and Level targets are given below

Avg of last 3 year result	Level 2	Level 1	Level 3
40 to 49	40	30	50
50 – 59	50	40	60
60 – 69	60	50	70
70 – 79	70	60	80
80 – 89	80	70	90
90 - 100	90	80	100

Step 3: If the average is above or equal to 90, then take level as 3.

Sample Calculation

If the average of ECTXXX is 65.45, then select the Level as 2 and Level target is 60.

Then Level 1 target is 50 and Level 3 target is 70.

b. Bench Mark Fixing

Departments have the option to opt one method from the following methods:

Method 1:

Select the benchmark as 50% marks. (Preferable)

Method 2: (May be adopted for high scoring courses such as projects, lab etc)

Step 1: Calculate the arithmetic mean of the marks obtained by students in the last batch.

Step 2: Determine the standard deviation of the marks.

Step 3: Benchmark = arithmetic mean - standard deviation.

Step 4: Choose the higher value between the result from Step 3 and 50. This higher value becomes the new benchmark

Method 3: (May be adopted for high scoring courses such as projects, lab etc)

Step 1: Calculate the arithmetic mean of the marks obtained by students in the last three year

Step 2: Benchmark = Rounded off Step 1 mark to lowest ten

Eg: If average mark is 63.15, then Benchmark = 60

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	-

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/17bAG6DHXRPAZGGKpgIacUhEX_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	

Minutes of Internal Auditors meeting held on 19 January 2023.

Dr. Jayesh George <jayeshg1988@vjec.ac.in>
 To: Dr Benny Joseph <bennyjoseph@vjec.ac.in>
 Cc: iqac@vjec.ac.in

Thu, Jan 19, 2023 at 1:58 PM

Dear Sir
 The minutes of the meeting are listed below.

The following decisions are arrived at the internal auditors meeting held on 19 January 2023, 12.15 PM in the Board Room.

1. All staff free from academic duties should be present at the time of the internal audit.
2. The list of files required for the Theory course file is listed below.
 - a. Latest course file generated from CMS
 - b. Attendance report generated from CMS
 - c. Feedback report from CMS
 - d. IQAC Certificate and specimens of answer scripts of Internal exams(Top, Middle and Bottom)
 - e. IQAC Certificate and Specimens of answer scripts of Assignments(Top, Middle and Bottom)
 - f. Details of tutorial hours conducted if any
 - g. KTU eligibility report
 - h. Gap-filling activities if any
 - i. Attendance Register (Course diary)-hard copy
3. The list of files required for the Lab Course is listed below
 - a. Latest course file generated from CMS (including daily lab score)
 - b. Attendance report generated from CMS
 - c. Feedback report from CMS
 - d. KTU eligibility report
 - e. Internal exam office order
 - f. Internal exam answer script sample
 - g. Viva Question and responses if any
 - h. Rubrics
 - i. Sample record
 - j. Attendance Register (Course diary)-hard copy
4. Contents of other Course files can be prepared as per existing decisions
5. Files shall be maintained in Hard or Soft Copy or in a mixture of both.
6. Open elective Course files shall be maintained at the offering department (Files should be kept under HoD/DQAC for future use)
7. Auditor's feedback shall be strictly monitored by the principal for compliance.

The audit schedule is listed below.

Date	Department	Time	Auditor 1	Auditor 2
23 January 2023	CE	9.30-11.30 AM	Mr. Mejo M Francis	Ms. Anit Thomas
23 January 2023	CSE	9.30-11.30 AM	Ms. Shimna P K	Dr Senthil Kumar
24 January 2023	ADS & CSD	1.30-3.30 PM	Dr Senthil Kumar	Ms. Shimna P K
24 January 2023	EEE	1.30-3.30 PM	Ms. Neena V V	Dr. Sridharan P
25 January 2023	ME	9.30-11.30 AM	Ms. Shamyra A	Ms. Neena V V
25 January 2023	ECE	9.30-11.30 AM	Mr. Prabhin James	Dr. Vibhoosha M P
24 January 2023	AEI	1.00-3.00 PM	Ms. Anit Thomas	Dr Jayesh George M

* Time is tentative, Auditors can change the time after the consultation with DQAC.

Auditor 1 is responsible to hand over the report to the IQAC Coordinator

Auditors are requested to submit the report before 27 January 2023, 1.00 PM
The audit shall be conducted for Semesters S3, S5, and S7.

Minutes and Action taken report of IQAC

Topic: IQAC Meeting		Date and Time: 13/12/2022, 12.10PM	Venue: Board room
Action Taken report on Previous meeting			
Previous meeting date: 8 November 2022			
SL No	Details of discussions	Action taken	
1	Internal Audit	Conducted as per the schedule.	
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.	Yet to complete. Decision from council meeting is pending	
3	PA system for all faculty- It is proposed to Bulk purchase PA system for all faculties with subsidy from management.	Ms. Divya B, Staff secretary of VJEC is entrusted to forward the request.	
4	It is proposed to Purchase Bulk Photocopying/Scanning machine for Digitization of office files.	Purchased	
5	Industry training for students for improving teaching learning process	College implemented new internship policy of KTU for Semester 7 and 8 students. One student from CSE got the benefit.	
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.	Mr. Akhil, CSE Dept is entrusted to incorporate the suggestions after the consultation with the principal.	
7	Lecture Capture System for every classroom	Proposal under consideration. Discussion with the vendor is completed.	
8	Motion sensor-based power saving technology on every class room	Sensors purchased and installation pending	
9	Encouraged to attend all 8 modules of Technical Teachers training program	Policy to be framed. Dr Jayesh George is entrusted to frame the policy	
10	It is advised to use Knimbus Library Platform by all teachers and researchers	Solved	

13 December 2022 meeting minutes

SL No	Details of discussions	Target Date	Action	Remarks
1	It is proposed to conduct 30 Hours Add on course for all second, third and fourth year students	10/1/2023	Principals and HoDs	

2	IQAC proposed to audit the internal examination answer scripts of S1 Courses by first year Coordinators.	5/1/2023	First Year Coordinators	
3	It is proposed to remove further quality procedures for cloned question papers	31/1/2023	Mr. Akhil, CSE Dept	After the consultation with Principal
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	Immediate effect	Mr. Raju, maintenance	

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	

Date: 23.03.2022

Name: Board Room

Agenda:

- Review of previous ATR
- ATR submission status
- Academic audit
- Internal Exam reforms
- Any other matters.



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Minutes and Action taken report of IQAC meeting 23.03.2022				
Sl.No	Details of Discussion	Target date	Action	Remarks
1	AQAR AY 2020-21		Criterion coordinators	Submitted
2.	Faculty publications		Individual faculty	Every faculty should try to publish a paper
3.	Academic audit	22 nd March 2022	IQAC	Report discussed
4.	2019 REGULATION - Internal exam reform 3 internal Exams Internal 1 - Module 1 Internal 2 and 3 - 2 modules each		All faculty	
5.	Internal Exam QP format		IQAC coordinator	Strictly on University QP pattern

Date: 20.12.2021

Venue: Board Room

Agenda:

- Review of previous ATR
- AQAR status review
- Outline of class status review
- COVID vaccine status
- Any other matters.

Members present:

1. Dr Benny Joseph
2. Dr Anto Sahaya Dhas
3. Dr Ghanu Desachan
4. Dr Biju Mathew
5. Dr Pethu
6. Dr Jayesh George
7. Dr Manoj V. Thomas
8. Ms. Lalji James
9. Mr. Raju K. Kumakara
10. Mr. Josteen Puthumana



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Minutes and Action taken report of IQAC meeting 20.12.2021				
Sl.No	Details of Discussion	Target date	Action	Remarks
1	AQAR AY 2020-21		Criterion coordinators	Status reviewed
2.	Faculty publications		Individual faculty	Every faculty should try to publish a paper
3.	Offline class status		HoDs	Status reviewed
4.	Proposed to conduct alumni/industry interaction on every Saturday for 1 Hr for S3, S5 and S7 to improve their employability.		HoDs	
5.	Reviewed the COVID vaccine status			Requested the HoDs to advise the students to take vaccine if not already taken

Date: 05.10.2021

Venue: Board Room

Agenda:

- Review of previous AAR
- AAR preparation
- NAAC accreditation 2nd cycle.
- Any other matters.

Members present:

1. Dr. Benny Joseph
2. Dr. Anto Saheya Das
3. Dr. Ylan Deradhas
4. Dr. Pijus Mathew
5. Dr. Leethu
6. Dr. Jayesh George.
7. Dr. Manoj V Thomas
8. Ms. Laly James
9. Mr. Rajin K. Kuriakeon.



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Minutes and Action taken report of IQAC meeting 05.10.2021				
Sl.No	Details of Discussion	Target date	Action	Remarks
1	AQAR preparation	15.11.2021	Department level	Criterion 1 – CS Criterion 2 – EC Criterion 3 – EE Criterion 4 – AEI Criterion 5 – ME Criterion 6 – ASH Criterion 7 – CE The IQAC members of the respective departments are requested to update the details for their allotted criterion
2.	2 nd cycle of accreditation	March 2023	Department level / Institution level	All the IQAC members are requested to start the ground work towards the preparation of SSR for the 2 nd cycle
3.	Quality Improvement Initiatives		Department level / Institution level	To find out the key points of improvement from the previous SSR and to work towards the same to achieve higher grade.

Date: 15.09.2024

Venue: Online

Agenda:

- Review of previous ATR
- AQAR submission
- Academic audit.
- Online class audit
- Any other matters.

Members present:

1. Dr. Benny Joseph
2. Dr. Anto Sahaya Das
3. Dr. Manoj V Thomas
4. Dr. Glen Derradhas
5. Dr. Rajin Mathew
6. Dr. Jeyesh George.
7. Dr. Teetha
8. Ms. Laly James.



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Minutes and Action taken report of IQAC meeting 15.09.2021				
Sl.No	Details of Discussion	Target date	Action	Remarks
1	AQAR AY 2020-21		Criterion coordinators	Should be completed by December 1 st week
2.	Faculty publications		Individual faculty	Every faculty should try to publish a paper
3.	Quality initiatives		HoD CS	QS I-GAUGE E-LEARNING EXCELLENCE FOR ACADEMIC DIGITISATION (E-LEAD) submitted
4.	Academic audit	16 th and 17 th July	IQAC	Completed. Report discussed
5.	Online class weekly audit		HoDs	Status reviewed
6.	Proposed to conduct alumni/industry interaction on every Saturday for 1 Hr for S3, S5 and S7 to improve their employability.		HoDs	

Date: 09.06.2021

Venue: Online

Agenda:

1. Review of previous ATR
2. Online class effectiveness
3. RA - Square
4. Academic audit plan.

Members present:

1. Dr. Benny Joseph.
2. Dr. Anto Sabaya Das
3. Dr. Alan Denadhas
4. Dr. Manoj V Thomas
5. Dr. Jeethu
6. Dr. Bijju Mathew
7. ~~Mr.~~ Mr. Raju K. Kurialese
8. Ms. Laly James.
9. Ms. Mathew P.R.
10. Dr. Jayesh George.



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Minutes and Action taken report of IQAC meeting 09.06.2021				
Sl.No	Details of Discussion	Target date	Action	Remarks
1	Placement activities		Institution level / Department level	Reviewed the placements done through department
2.	Online class effectiveness		Department level	Discussed
3.	Student engagement activities		Department level	HoDs are requested to conduct programs for students so as to engage them in cocurricular activities.
4.	Quality initiatives		HoD CS	QS I-GAUGE E-LEARNING EXCELLENCE FOR ACADEMIC DIGITISATION (E-LEAD)
5.	Academic audit	16 th and 17 th July	IQAC	Department should be ready with all the documents subjected to audit

Date: 30.3.21

Venue: Online

Agenda:

1. Review of previous ATR
2. Online classes - series
3. Student engagement activities
4. Any other matters.

Members present:

1. Dr. Benny Joseph.
2. Dr. D. Anto Sabu Das.
3. Dr. Sampath Kumar.
4. Dr. T.D. John.
5. Dr. Manoj V. Thomas.
6. Dr. Binu Mathew.
7. Mr. Raju Kuriakose.
8. Ms. Lalcy James.
9. Mr. Sijo Joseph.



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Minutes and Action taken report of IQAC meeting 30.03.2021				
Sl.No	Details of Discussion	Target date	Action	Remarks
1	Placement activities		Institution level / Department level	Reviewed the placements done through department
2.	Online class effectiveness		Department level	Google forms should be collected from students from time to time regarding the effectiveness of the online class
3.	IQAC initiatives for online class monitoring	Immediate effect	Department level	HoDs to conduct biweekly audit as pe the following format https://docs.google.com/forms/d/e/1FAIpQLSeFx5OvgYWGdkXZcpHT1OoYj8LKn4OateoxJ4dbx1DHC00fbA/viewform?usp=sf_link IQAC coordinator to form a team to conduct peer observation of online recorded classes (3 classes per semester per branch per week)
4.	Student engagement activities		Department level	HoDs are requested to conduct programs for students so as to engage them in cocurricular activities.
5.	IQAC Workshops / Seminars		IQAC	Planned to conduct more number of quality initiative based workshops and seminars for teaching and no-teaching staffs

Date: 6.1.21

Venue: Online

Agenda:

1. Review of previous ATR
2. RTI academic audit review.
3. Contact classes - preventive measures.
4. Any other matters.

Members present:

1. Dr. Benny Joseph.
2. Dr. S. Anto Sabaya Dhas
3. Dr. Sampath Kumar.
4. Dr. Manoj V. Thomas.
5. Dr. Binju Mathew.
6. Mr. Rajin Kurialose.
7. Ms. Laly James.
8. Mr. Jijo Joseph.
9. Mr. Mathew P.R.



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Minutes and Action taken report of IQAC meeting 06.01.2021

Sl.No	Details of Discussion	Target date	Action	Remarks
1	AQAR submission for 2018-19	31.10.2020	IQAC	Submitted on time
2.	KTU academic audit	2 nd to 4 th December	Audit members	Completed on time
3.	Research activities – AQIS proposals		Department level	submitted
4.	Placement activities		Institution level / Department level	Department level initiatives should be taken to improve the placement
5.	Contact class – COVID prevention initiatives	Immediate	Institution level / Department level	COVID precautions should be strictly followed as per the direction of the health department. At department level HoDs should allot staffs for monitoring the temperature of students.

Date: 20.10.20.

Venue: Online.

Agenda:

1. Review of previous ATR.
2. KTU academic audit
3. Internal peer review of AQAR status
4. Any other matters.

Members present:

1. Dr. Benny Joseph.
2. Dr. D. Anto Sahaya Dhas.
3. Dr. Sampath Kumar.
4. Dr. Manoj V. Thomas.
5. Mr. Raju Kurian.
6. Ms. Laly James.
7. Mr. Jegamath.
8. Mr. Pija Joseph.
- 9.



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Minutes and Action taken report of IQAC meeting 20.10.2020				
Sl.No	Details of Discussion	Target date	Action	Remarks
1	AQAR submission for 2018-19	31.10.2020	IQAC	To be completed
2.	KTU academic audit	2 nd to 4 th December	Audit members	IQAC Coordinator to circulate the details
3.	Internal peer review of AQAR	Completed	Discussed	IQAC coordinator to incorporate the suggestions/corrections in AQAR
4.	Booster class for week students		Department level	Proper records should be maintained
5.	Staff development activities		Department level	HoDs should submit a report on the FDP/workshop attended by faculty by every semester

Date: 20.7.20.

Time: 09.00.

Agenda:

1. Review of previous ATR
2. IRAC members replacement and criteria work reallocation.
3. Internal peer review.
4. Any other matters.

Members present:

1. Dr. Benny Joseph
2. Dr. D. Anto Sahaya Dhas
3. Dr. Shiba
4. Dr. Sampath Kumar.
5. Dr. Mandy V. Thomas
6. Mr. Raju Kuriakose.
7. Mr. Tijo Joseph.
8. Mr. Jegannathan.
9. Ms. Laly James.

Minutes and Action taken report of IQAC meeting 20.07.2020

Sl.No	Details of Discussion	Target date	Action	Remarks
1	AQAR submission for 2018-19	31.10.2020	IQAC	To be completed
2.	IQAC members replacement	Immediate effect	1. Dr.Roshini T V replaced by Dr.D.Anto Sahaya Dhas 2. Dr.Biju Mathew replaced by Dr.Shika S 3. Ms.Reema Mathew replaced by Dr.V.Sampath Kumar	The allotted work has to be completed and handover it to new members.
3.	Criteria work re-allotment		Criterion 2 – Dr.D.Anto Sahaya Dhas Criterion 4 – Dr.V.Sampath Kumar Criterion 7 – Dr.Shika S	To follow up and update AQAR document if required after assessment by internal peer review committee
4.	Internal peer review committee for AQAR	31.08.20	Criterion 1 – Dr.Benny Joseph and Mr.Alex George Criterion 2 – Dr.Shika S and Mr.Jijo Joseph Criterion 3 – Dr.T.D.John and Ms.Reema Mathew Criterion 4 – Dr.Jeethu V Devassia and Ms.Hridya P Criterion 5 – Dr.Roshini T V and Ms.Akhila Mathew Criterion 6 – Dr.Manoj V Thomas and Mr.Ashwin Joy Criterion 7 – Dr.S.Christopher Ezhil Singh and Ms.Divya B	The corrections suggested by the internal peer review committee should be incorporated and updated by 10.10.20
5.	Preparation of template for assessment	Within one week	Dr.D.Anto Sahaya Dhas	
6.	Incorporating corrections suggested by peer team	10.10.20	All criteria in-charges	
7.	Reconstitution of IQAC	After 31.10.20	After the submission of AQAR for AY 2018-19 and AY 2019-20	

Date: 18/6/20.

Venue: Online.

Agenda:

- 1) Review of previous ATR
- 2) AQAR Preparation level.
- 3) Any other matters.

Members present:

1. Dr. Benny Joseph.
2. Dr. D. Anto Balaya Das
3. Dr. T. D. John.
4. Dr. Manoj V Thomas
5. Ms. Laly James.
6. Dr. Sampath Kumar.
7. Dr. Bijju Mathas.
8. Mr. Jijo Joseph.
9. Mr. Raju K. K.
10. Ms. Jegannath.
11. Dr. Poshni T. V
12. Ms. Reena Mathas.



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

Minutes and Action taken report of IQAC meeting 18.06.2020				
Sl.No	Details of Discussion	Target date	Action	Remarks
1	AQAR submission for AY2018-19, AY2019-20	30.09.2020	IQAC	To be completed
2.	AQAR preparation – Review	20.07.2020 to 25.07.2020	Criterion 1 – Dr.Manoj V Thomas Criterion 2 – Dr.Roshini TV Criterion 3 – Ms.Laly James Criterion 4 – Ms.Reema Mathew Criterion 5 – Cdr.Raju K Kuriakose Criterion 6 – Mr.Jagannath Criterion 7 – Dr.Biju Mathew	To be completed.

Date: 7/4/20

Venue: Online

Agenda:

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

Members present:

1. Dr. Benjamin Joseph.
- 2) Dr. D. Anto Babaya Iyer.
- 3) Dr. T.D. John.
- 4) Dr. Manoj V. Thomas.
- 5) Ms. Lashmi
- 6) Ms. Laby James.
- 7) Cdr. Raju K.R.
- 8) Mr. Jegannath.
- 9) Ms. Leena Mathew.
- 10) Dr. Biju Mathew.



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 – Dr.D.Anto Sahaya Dhas Criterion 1 – Dr.Manoj V Thomas Criterion 2 – Dr.Roshini TV Criterion 3 – Ms.Laly James Criterion 4 – Ms.Reema Mathew Criterion 5 – Cdr.Raju K Kuriakose Criterion 6 – Mr.Jagannath Criterion 7 – Dr.Biju Mathew Final Compilation – Dr.D.Anto Sahaya Dhas, Mr.Ryne	To be completed. Review on 05.05.2020

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 

4. Jagannath. M.P. 

5. Ryno. P.M. 

6. Reema Mathew. A. 

7. Laly Tenn 

8. Dr. Roshini. T.V. 

9. Dr. Bijin. Malhotra 



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 st 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 https://docs.google.com/spreadsheets/d/1Pyg5M8Z5U-8WCYmriddb5oWy1gnCejroL2HmjbkICiY/edit?usp=sharing Data can be retrieved

Date: 4.12.2019

Venue: Board Room.

Members present:

- (1) Dr. T.D. Joseph
 (2) Dr. D. Anto Sahaya, Esq.
 (3) Raju KK, ME
 (4) Jagannath - m.p. ASH.
 (5) Renu Mathew A, FIE


 Date 4/12
 4/12



(6) Mr. Boju. Mathew CE



(7) Dr. Roshini - T.V ECE



8. Jijo Joseph ECE



9. Ryne. P.M ME

Agenda:

1. Discussion on previous meeting minutes.
2. Discussion on EIU 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.	Dr.T.D.John (Dean, research) suggested to strictly abide by the rules & 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</i> , skills and attitude 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.		Dr.AntoSahayaDhas	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.
3.	Dean suggested for appointing faculty members for the entire		Principal	To be brought to the attention to management for

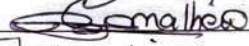



	hostels to closely monitor the study hours of students and for necessary mentoring. They can be provided free accommodation and food.			appropriate action.
4.	Dr. Anto Sahaya Dhas (IQAC Coordinator) proposed a new system by reducing the class timing to 50 minutes so that 7 hours can be engaged in a day 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 th December, 2019.

~~24.~~
Date: 24.09.2019

Venue: Boardroom.

Participants:

- | | |
|---------------------------|---------------------------------------------------------------------------------------|
| 1. Jagannath. M.P |  |
| 2. Laly Juma |  |
| 3. Reema Mathew |  |
| 4. Dr. Roshini T.V |  |
| 5. Rejin K K ME |  |
| 6. Dr. Biji Mathew |  |
| 7. Jijo Joseph |  |
| 8. Dr. T.D. John |  |
| 9. Dr. D. Anto Sampa Shen |  |
| 10. Fr. Bibin Varempakath |  |
| 11. Dr. Manoj V. Thomas |  |
| 12. Reem Joseph |  |

VIMAL JYOTHI ENGINEERING COLLEGE

Chemperi, Kannur



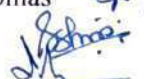
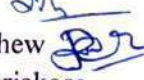

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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 step on MSMC-

(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.

IQAC Meeting .

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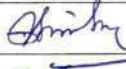
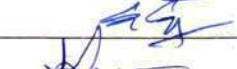






Date : 31.1.2019

Venue : Board Room

Agenda.

- 1) Review.
- 2) Other Topics.

Participants

1. Dr. Manoj V. Thomas 
2. Dr. Glen Dwaracher 
3. George K.V. 
4. Dnyanu 
5. Manoj K.C. 
6. Linjesh Sebastian 
7. Dr. A. Anto Salony 
8. Benny Joseph 

Decisions & Discussions.

- It is recommended to encourage students to participate in national level competitions.
- Faculty & students are encourage to participate in external events especially in IIT & NIT.
- It is recommended establish lecture recording studios for online class.
- Recommended to coordinate arts & sports.
- Recommended to start magazine work at the earliest.
- Encourage faculty to conduct and participate in FDP.
- Reviewing teaching-learning process.

IQAC Meeting

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Date : 28/6/18


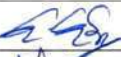






Venue : Board Room

Agenda

1) Upgraded campus management software based on NBA

2)

Participants

1. Dr. Manoj V Thomas 
2. Jagannath. m. P.
3. Dr. G. Ganu Dandekar 
4. George. K.V. 
5. Anu A. W. 
6. Manoj. K. C. 
7. Linjesh Sebastian 
8. Dr. D. Anu Sahaya Shw 
9. Benny Joseph 

Decision/Discussions

- Decided to conduct mentoring hours.
- Decided to conduct internal audit regularly.
- Decided to conduct value addition programs such as Machine Learning, Gate coaching & BSC.