

**Date:**04-08-2018

**Refer Notice:** IQAC/2018-2019/ODD/IQAC Notices/1

**Venue:**Chairman's Conference room

**Agenda:**

1. IQAC Coordinator 2018-19 and IQAC Members.
2. IQAC in College website.
3. Departmental report and plans for the academic year 2018-19.
4. DQAC under IQAC.
5. Student Internships and Guest Lectures.
6. FDP for all faculty and ICT based classes.
7. IQAC special lectures.
8. Revamp of exam system and Remedial Classes.
9. New File system and Elive upgradation.

**Members Present:**

S. No.	Name	Designation and Dept.	Role in IQAC
1.	Dr. J M Mathana	Principal	Chairperson
2.	Dr. Abraham Chettissery	Legal Advisor	Management
3.	Prof. Ajit Joseph	Associate Prof., ECE	Coordinator
4.	Dr. Meenakshi Sundaram	HOD, ECE	Member
5.	Dr. Nidheesh Mathew Nidhiry	HOD, ME	Member
6.	Prof. Jain P George	HOD, BSD	Member
7.	Dr. Vinod P Vijayan	HOD, CSE	Member
8.	Dr. Subash T D	HOD, EEE	Member
9.	Dr. D. Ramesh Kumar	HOD, CE	Member
10.	Dr. Sibu C Chitran	HOD, MBA	Member
11.	Mr. Francis	Office Administrator	Member
12.	Mr. Saik	System Administrator	Member
13.	Prof. Neena Joseph	IAC Coordinator	Member
14.	Prof. Joseph Kurian Onattu	Principal, M C V College	External Member



### Minutes Of Meeting

<b>Discussion</b>	<b>Decision</b>	<b>Responsibility</b>
IQAC Coordinator 2018-19	Prof. Ajit Joseph, ECE Department will be the IQAC coordinator for the academic year 2018-19.	IQAC Coordinator
IQAC Members	New Members of IQAC were formally announced.	IQAC Chairperson
IQAC in College website.	The team handling the college website needs to update any information deemed fit by the IQAC chairperson.	Website committee
Departmental report and plans for the academic year 2018-19.	All Departments have started to arrange new add-on courses for their students. HODs presented PPT presentations on the same.	HODs
DQAC under IQAC	All works of DQAC will be coordinated under IQAC and the KTU Audit will also be assisted by IQAC.	DQAC members
Student Internships	Internships at various companies have been started by the departments. It needs to be further enhanced.	HODs
Guest Lectures	Special/Guest lectures should be arranged at department level.	HODs
FDP for all faculty	All faculty have to compulsorily attend at least 1 FDP each year.	HODs
ICT based classes	All faculty members need to use more and more ICT based classes to students.	All Faculty
IQAC special lectures	IQAC has to arrange special lectures on the NBA accreditation process for all staff.	IQAC Coordinator



Revamp of exam system	The exam system needs to be upgraded for reducing the chances of malpractices.	EXAM CELL
	The present system of exam paper scrutiny is good and needs to be further strengthened.	
Remedial Classes	Remedial classes for weak students need to be conducted mostly after the college hours. The requirement of the Transportation facility has to be intimated to the management for smooth conduct of the classes.	HODs
New File system	The file system for academic, Administration, Exams needs to be revamped for the college.	HODs
Elive upgradation	Packages of online student monitoring systems need to be upgraded for additional modules.	Dr. Nidhish, HOD, ME

The meeting came to an end with a vote of thanks from the Chairperson.

**IQAC Chairperson**

Copies to:

1. Chairman's office
2. All Departments
3. All Staff



**Date:** 04-12-2018

**Refer Notice:** IQAC/2018-2019/ODD/IQAC Notices/2

**Venue:** Chairman's Conference room

**Agenda:**

1. To confirm the minutes of the previous IQAC meeting and AQAR report of 2017-18.
2. Teaching Learning Process.
3. Department Report and KTU Audit Report.
4. Extra Curricular Activities.
5. DRM meeting Minutes for review.
6. Fast Track Classes. Special Student Academic focus and Student Mentoring.
7. Recruitment of more Ph.D. Faculty.
8. Faculty Publication enhancement and Student project funding.

**Members Present:**

S. No.	Name	Designation and Dept.	Role in IQAC
1.	Dr. J M Mathana	Principal	Chairperson
2.	Dr. Abraham Chettissery	Legal Advisor	Management
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4.	Dr. Meenakshi Sundaram	HOD, ECE	Member
5.	Dr. Nidheesh Mathew Nidhiry	HOD, ME	Member
6.	Prof. Jain P George	HOD, BSD	Member
7.	Dr. Vinod P Vijayan	HOD, CSE	Member
8.	Dr. Subash T D	HOD, EEE	Member
9.	Dr. D. Ramesh Kumar	HOD, CE	Member
10.	Dr. Siby C Chitran	HOD, MBA	Member
11.	Mr. Francis	Office Administrator	Member
12.	Mr. Saik	System Administrator	Member
13.	Prof. Neena Joseph	IAC Coordinator	Member
14.	Prof. Joseph Kurian Onattu	Principal, M C Varghese Arts College	External Member



### Minutes Of Meeting

Discussion	Decision	Responsibility																								
AQAR report of 2017-18	The AQAR report of the year 2017-18 was tabled before the IQAC.	IQAC Coordinator																								
Teaching Learning Process	All faculty have to update their FCAR for all the courses they engage.	All Course Incharges																								
Department Report	All HODs presented a brief presentation on the remedial classes conducted for the students.	HODs, DQAC																								
KTU Audit Report	The Principal read out the last Academic Audit report of KTU.	Principal, IAC																								
Extra Curricular Activities.	<p>Special Lectures were arranged in the semester as following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">19-09-2018</td> <td style="width: 50%;">Dr. P Sunil Kumar</td> <td style="width: 25%;">CE Dept.</td> </tr> <tr> <td>3-11-2018</td> <td>LIVEWIRE, Kottayam</td> <td>CS Dept.</td> </tr> <tr> <td>08-11-2018</td> <td>Mr. Shoby E Nair</td> <td>CS Dept</td> </tr> <tr> <td>12-09-2018</td> <td>Dr. R Sarvanan</td> <td>EEE Dept.</td> </tr> </table> <p>Industrial Visits were arranged as following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">6-10-2019</td> <td style="width: 50%;">Vizhinjam Harbour</td> <td style="width: 25%;">CE Dept.</td> </tr> <tr> <td>12-10-2018</td> <td>Neyyar Dam</td> <td>CE Dept</td> </tr> <tr> <td>5-11-2018</td> <td>Malabar Cement Factory</td> <td>CE Dept</td> </tr> <tr> <td>AUG 2018</td> <td>TCS</td> <td>CS Dept</td> </tr> </table>	19-09-2018	Dr. P Sunil Kumar	CE Dept.	3-11-2018	LIVEWIRE, Kottayam	CS Dept.	08-11-2018	Mr. Shoby E Nair	CS Dept	12-09-2018	Dr. R Sarvanan	EEE Dept.	6-10-2019	Vizhinjam Harbour	CE Dept.	12-10-2018	Neyyar Dam	CE Dept	5-11-2018	Malabar Cement Factory	CE Dept	AUG 2018	TCS	CS Dept	HODs
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DRM meeting Minutes for review	The minutes of the meeting of DRM should be submitted to the Principal by all Departments.	HODs																								



Fast Track Classes	Fast Track classes have been conducted to improve the revision of the courses.	HODs
Special Student Academic focus	Special classes for all departments were conducted from 21st November.	HODs
Recruitment of more Ph.D. Faculty.	HR Department has been tasked with filling senior level positions with Ph.D. Candidates	HR Manager
Student Mentoring	The mentoring System Has to be revamped to motivate the students to perform better.	HODs
Faculty Publication enhancement	All faculty should publish at least 2 Scopus indexed papers in DOI Journals or 1 SCI journal Paper.	All Faculty
Student project funding	At least Four student project proposals from each department should be forwarded to KSCSTE for student project funding.	HODs

The meeting came to an end with a vote of thanks from the Chairperson.

**IQAC Chairperson**

Copies to:

1. Chairman's office
2. All Departments
3. All Staff



**Date:** 15-01-2019

**Refer Notice:** IQAC/2018-2019/ODD/IQAC Notices/3

**Venue:** Chairman's Conference room

**Agenda:**

1. To confirm the minutes of the previous IQAC meeting.
2. Doctoral Guides under KTU.
3. Project proposals to government agencies.
4. Government funding for departmental activities.
5. Professional Body membership.
6. KTU Research Center.
7. Higher education of Faculty.
8. In-House training Programs.
9. NBA perspective on Research.

**Members Present:**

S. No.	Name	Designation and Dept.	Role in IQAC
1.	Dr. J M Mathana	Principal	Chairperson
2.	Dr. Abraham Chettissery	Legal Advisor	Management
3.	Prof. Ajit Joseph	Associate Prof., ECE	Coordinator
4.	Dr. Subash T D	HOD, ECE	Member
5.	Dr. Nidheesh Mathew Nidhiry	HOD, ME	Member
6.	Dr. Shaji Varghese	HOD, BSD	Member
7.	Dr. Vinod P Vijayan	HOD, CSE	Member
8.	Prof. Susan V Nainan	HOD, EEE	Member
9.	Dr. Bindumol T V	HOD, CE	Member
10.	Dr. Siby C Chitran	HOD, MBA	Member
11.	Mr. Francis	Office Administrator	Member
12.	Mr. Saik	System Administrator	Member
13.	Prof. Neena Joseph	IAC Coordinator	Member
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### Minutes Of Meeting

<b>Discussion</b>	<b>Decision</b>	<b>Responsibility</b>
Doctoral Guides under KTU	All Ph.D. holders should try to register as Doctoral Guides under KTU.	All Ph.D faculty
Project proposals to government agencies.	Every year all Ph.D. holders should send at least 1 project proposal to Government Agencies for funding in Research activities.	HODs
Government funding for departmental activities	All Senior faculty members should apply for government funding to conduct events within the department.	HODs
Professional Body membership.	Departments are advised to take steps for various professional bodies related to their departments like IEE,IET, CSI etc.	HODs
KTU Research Center	All Departments should strive to get recognized as KTU research center.	HODs
Higher education of Faculty	All faculty are expected to register for Ph. D. program by the end of 2020.	All Staff
In-House training Programs	Each Department has to conduct in-house training Programs for staff and students every month.	HODs
NBA perspective on Research	The need for research in the field of academics and NBA perspective are discussed.	NBA Coordinator

The meeting came to an end with a vote of thanks from the Chairperson.

**IQAC Chairperson**

Copies to:

1. Chairman's office
2. All Departments
3. All Staff



**Date:** 09-07-2019

**Refer Notice:** IQAC/2018-2019/ODD/IQAC Notices/4

**Venue:** Chairman's Conference room

**Agenda:**

1. To confirm the minutes of the previous IQAC meeting.
2. Departmental Report.
3. International Conference review.
4. IQAC Report.
5. NBA accreditation.
6. Publication of final year projects.
7. Prayer hall for students.
8. Bridge |Courses.
9. AICTE based Induction Program.

**Members Present:**

S. No.	Name	Designation and Dept.	Role in IQAC
1.	Dr. J M Mathana	Principal	Chairperson
2.	Dr. Abraham Chettissery	Legal Advisor	Management
3.	Prof. Ajit Joseph	Associate Prof., ECE	Coordinator
4.	Dr. Subash T D	HOD, ECE	Member
5.	Dr. Nidheesh Mathew Nidhiry	HOD, ME	Member
6.	Dr. Shaji Varghese	HOD, BSD	Member
7.	Dr. Vinod P Vijayan	HOD, CSE	Member
8.	Prof. Susan V Nainan	HOD, EEE	Member
9.	Dr. Radhakrishnan	HOD, CE	Member
10.	Dr. Sibu C Chitran	HOD, MBA	Member
11.	Mr. Francis	Office Administrator	Member
12.	Mr. Saik	System Administrator	Member
13.	Prof. Neena Joseph	IAC Coordinator	Member
14.	Prof. Joseph Kurian Onattu	Principal, M C Varghese Arts College	External Member



### Minutes Of Meeting

Discussion	Decision	Responsibility
Departmental Report	All Departments presented the report on the departmental activities carried out in the current semester	HODs
International Conference review	A brief presentation was given on the International conferences conducted by ME, CSE, CE and ECE,EEE. Principal insisted on increasing the number of participants next year.	Conference Chairs
IQAC Report	IQAC presented the number of Quality related steps taken at the department level and college level.	IQAC
NBA accreditation	A need for aligning the IQAC with the requirements of the NBA was discussed.	NBA Coordinator and IQAC
Publication of final year projects.	It is mandatory for all departments to convert all final year students project works to conference publication and best project should be filed for patent under the supervision of corresponding project guides.	HODs
Prayer hall for students	Students can use Prayer hall (for girls) and drawing hall (for boys) as cloak room in the Main block. Similarly, in Academic block, N204 PG I (for boys) and N205 PG II (for girls) can be used	Office Administration
Bridge  Courses	Bridge Course should be offered to all the newly joined students. Prof. Jain P George, BSD is given the responsibility for the same.	Prof. Jain P George, BSD
AICTE based Induction Program	AICTE based Induction program has to be conducted for all First year students. Dr. Radhakrishnan, CE Dept. is the coordinator for the same.	Dr. RadhaKrishnan, CE Dept.

The meeting came to an end with a vote of thanks from the Chairperson.

**IQAC Chairperson**

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