

The meeting concluded by 4 pm

Minutes passed
SSS

Dr. Sunny Kunikar
IQAC - Coordinator.

5 IQAC - General Committee meeting on 12/7/17

Agenda:

1. Recommendations of the IQAC Core Committee
2. Commencement of the new Academic year
3. National Seminar & NBA Acctn - Vision, Mission; PEO ch.
4. Any other matter.

Members Present:

1) Paul Mundadan	Chairman	Signature
2) E.K. Rajavarma		Signature
3) Dr. George Issac	Principal	SSS
4) Dr. K.S.M. Panikkar	Director (Academics)	MJ
5) VINITHA-V	A.P. (CEG)	Vinita
6) Jiby Varghese	A.P.	Signature
7) Shinto Sebsthan	PRO	Shinto
8) Sind Varghese	Librarian	Signature
9) Reshmi. P.	AP (CSE)	Signature
10) Honeyamol P.C. Chaleo	A.P. (S&H)	Signature
11) S. Sundarajan	A.P. (FIE)	Signature
12) Theeru K M	E Study supervisor	Signature
13) Seenu Abi	A.P. (MCA)	Signature
14) Sajana. S	A.P. (ME)	Signature
15) Anil Kumar M N	Asst Prof. (EER)	Signature
16) Dr. Prasad. Jc	Prof. Head (CSE)	Signature
17) Jiju. P.P	Asst Prof. (ME)	Signature
18) Joshua. A.J	Prof. MBA	Signature
19) Santhosh Goffam	Head, MCA	Signature
20) Sunny Kunikar	Coordinator	Signature

A meeting of the IQAC G.C. was held on July 12, 2017 in the Board Room. The meeting began at 2pm with the Principal Dr. George Isaac in the chair. Sri Rajarama, Member, Executive Committee FISAT attended the meeting as a special invitee.

The minutes of the IQAC Core Committee meeting held on 25/4/2017 were presented and were adopted.

Discussions as per agenda were held. Firstly the recommendations of the last two IQAC Core Committee were presented. Besides, the summary of the recommendations were circulated. (Copy of the recommendations and summary are kept in the Co-ordinator's file).

Resolved [GC2/1/12-7-17] to authorize Mr Prakash C. Chandy (CAO) and Mr Joby Varghese to conduct an orientation programme for all teachers possibly before the commencement of the S₁ classes.

Resolved [GC2/2/12-7-17] that the Heads of Dept prepare the activity calendar and submit the same to the Principal within 2 weeks, so that the list of events could be incorporated in this year's Hand Book and Calendar.

Resolved [GC2/3/12-7-17] to start the work of APC right from the beginning of the classes in order to take necessary measures for assuring higher academic performance of students.

Resolved [GC2/4/12-7-17] to ~~contact~~ authorize the Heads of Dept. to offer at least one ancillary programme this year. The details of the program be intimated to the Director, Academics in advance.

Resolved [GC2/5/12-7-17] to conduct Bridge Courses for the present students and the newly joining students. Principal shall nominate a Coordinator

in connection with conduct of the Bridge Courses.

Resolved [GC2/6/12-7-17] to restructure the group advisory system. A list of points to be borne in mind was circulated. (Copy kept in the Co-ordinator's File).

Resolved [GC2/7/12-7-17] to reconstitute the College Research Committee (CRC). A document on the functions of CRC was circulated. (Copy kept in the Co-ordinator's File)

Resolved [GC2/8/12-7-17] to authorize the CRC to prepare project proposals to be submitted to AICTE, UGC, DST etc.

Resolved [GC2/9/12-7-17] to nominate a Committee to modify all feed back forms already in use at present.

Resolved [GC2/10/12-7-17] to authorize the principal to nominate the ex-officio members in the IQAC for the current year.

Resolved ~~to~~ [GC2/11/12-7-17] to initiate the preliminary work towards NBA Accred. process. The Principal is authorized to form a Committee towards NBA.

Resolved [GC2/12/12-7-17] to follow the Central Repository of Information guidelines. A copy of the essential points to be noted in the information data sheet was circulated. (A copy of the draft of the data sheet is kept in the Co-ordinator's File).

Resolved [GC2/13/12-7-17] to authorize the Co-ordinator to send a proposal for the conduct of National Seminar to NAAC. for financial assistance.

The Chairman Sri Paul Mundadan, in his address, reiterated the great need of better academic results of the students. He also pointed out that it would be

better if all the formal Communications be in English language except in meetings where the papers are also presents

Resolved [GC 2/14/12-7-17] to produce the College Annual News letter.

Resolved [GC 2/15/12-7-17] to verify the consistency and correctness of the VMPEO & PSO of the EEE and CE departments and to forward to TGC for final approval.

The Co-ordinator, Dr. Sunny Kurian proposed the vote of thanks

The meeting came to a close at 4.15 pm.

Minutes passed
ESB

Dr. Sunny Kurian.

6) IQAC - Core Committee Meeting on 25/10/17

Agenda

1. Discussion on 2.5 of the Peer Team.
2. AQAR

Members Present

Uthappa Perera	Estate supervisor	ESB
Rosmin Parakkal	AP, EEE	
Jayalax Sud: S	AP, CE	ESB
Sreedhyas P	AP, EIE	Adv.
Sino Varghese	Librarian	ESB
Shinto Sebastian	Public relations dept	Shinto
Dr. George V Anley	Dean (ARS)	ESB
Dr. George Issac	Principal	ESB

The meeting began at 2.30 pm in the Board Room with the Principal in the chair

The minutes of the previous meeting were presented and were adopted.

Principal expressed his concern about the poor attendance in the meeting.

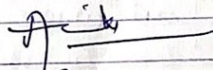
The details of the submission of AQAR were discussed and resolved [GC 5/1/25.10.17] to collect the details required in the AQAR in the format at the earliest.

Resolved to decide the ~~topic~~^{theme} of the Seminar to be applied to NAAE as Teaching Learning & Evaluation.

The discussion on the Peer Team Report was postponed.

The meeting ended at 3.30 pm.

Minutes passed
SRS


Dr. Sunny Kurian
IQAC Co-ordinator.

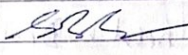
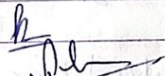
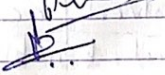
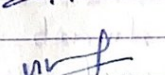
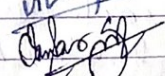

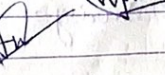
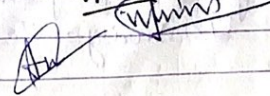
→) Meeting of the IQAC Core Committee on 19/12/17

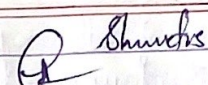
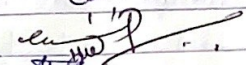

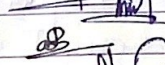

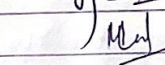
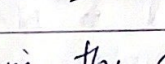
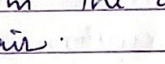
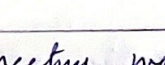
Agenda

- 1) AQAR
- 2) Discussion on 2.5^{x2.6} of the Peer team
- 3) NBA Action
- 4) Planning for next semester.
- 5) Any other matter.

Members Present:

1. Dr. George Issac, Principal
2. Dr. C. Sheila
3. Prakash C. Chandy
4. Dr. George V. Arling
5. ~~Dr. K. S. M. Pavithra~~
6. Unni Kanna G
7. Jawahar Sand P.
8. Sreedheya P.
9. Dr. Jose Cherian.
10. Dr. A. J. Joshua

- | | | |
|----|-------------------------|---|
| 11 | Shirido Sebastian (PRO) |  |
| 12 | JOSIAH JOSEPH |  |
| 13 | Sino Varghese |  |
| 14 | Heera M.M |  |
| 15 | Dhanish |  |
| 16 | Rosewin Paraded |  |
| 17 | Rashmi R |  |
| 18 | Dr. Sunny Kurian |  |
| 19 | Dr. K.S.M. Panicker |  |

The meeting started at 10^{am} in the conference room with the Principal in the chair.

The minutes of the previous meeting were presented and were adopted.

The first AQAR was presented in the meeting.

Resolved [CC/7/1/19-12-17] to accept the AQAR and to send the report to the NAAC and to upload the same on the college website.

* With regard to the collection of data for filling up the AQAR, Principal reminded the practice of sending the information about all programmes and events to the IQAC Co-ordinator.

Discussion on 2.5 and 2.6 of the Peer Team Report was held. Dr. K.S.M. Panicker lead the session.

Resolved [CC/7/2/19-12-17] to prepare a project bank of project proposals by different departments. The theme of the project to be identified by each department/faculty be intimated to the Director, Academic, so as to have time the project proposals within the first two weeks in January 2018.

The meeting discussed the necessity of raising funds from external agencies.

Resolved [CC/7/3/19-12-17] to authorize Dr. K.S.M. Panicker and Dr. Sunny Kurian to explore the availability of various projects and financial assistance from external agencies. ~~and to inform the dept.~~

Resolved [CC/7/4/19-12-2017] to prepare action plan of events and programmes for the coming sem. and the same be submitted to the Ac. Director.

Resolved [CC/7/5/19-12-2017] to conduct an internal audit at the end of the coming semester based on the plans already decided and submitted.

Resolved [CC/7/6/19-12-2017] to conduct SWOC analysis by all depts in the coming semester. Dr. A.J. Poshna was authorized to monitor the SWOC analysis.

The meeting discussed the importance of NBA Accred. Details of NBA prequalification were presented.

Resolved [CC/7/7/19-12-2017] to encourage the faculty members to complete their ^{doctoral} research work and to make their ^{respective} programmes eligible for NBA pre qualification submission.

Resolved [CC/7/8/19-12-2017] to hold a one-day seminar on NBA preparations in the new format, ~~in~~ if the possible in the first week of Jan-2018. Dr. Jose Chenthan was authorized to present a session on Course Outcome mapping.

Resolved [CC/7/9/19-12-2017] to conduct the first sem's exams according to the C.O mapping.

Resolved [CC/7/10/19-12-2017] to modify students feedback providing space for writing their comments.

Resolved [~~CC/7/11/2017~~ 19-12-2017] to authorize Dr. C. Sheela V.P. to hold an orientation programme on the importance of Physical exercise in maintaining health.

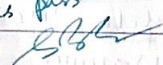
Resolved [CC/7/12/19-12-2017] to form Faculty Grievance Redressal Cell in consultation with the management.

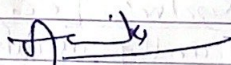
Resolved [CC/7/13/19-12-2017] to authorize Mr. Prakash C. Chandya to resume the value Edn. programme in the Conny Acumolr.

Resolved [CC/7/14/19-12-2017] to convene the IQAC meetings possibly on the first Wednesday of every month.

The coordinator thanked the members and offered Christmas and New Year greetings.

The meeting ended at 11:30 p.m.

Minutes passed







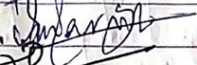

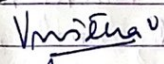





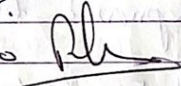

 Dr. Sunny Kurian
 IQAC Co-ordinator.

8) Meeting of the IQAC Core Committee on
7/2/2018

Agenda

- 1) Discussion on 2.7., act Section III and Section IV
- 2) NBA Accred.
- 3) Internal Audit
- 4) FIST project.
- 5) General Discipline
- 6) Any other matter.

Members Present:

- 1 Dr. George Isaac 
- 2 Dr K S M Panicker 
- 3 Dr. C. Sheela 
- 4 Dr. Sunny Kurickon 
- 5 Prakesh C. Chandy
- 6 UMMI KATHA G. 
- 7 Jawahar Sund P. 
- 8 Sino Varghese 
- 9 VINITHA.V (ECE) 
- 10 Sreedhyan P EIE 
- 11 Reshmi R (CSE) 
- 12 Rosewin Parakkal (ECE) 
- 13 Sajjan S (ME) 
- 14 Arun S (Physical Education) 
- 15 Prakesh C. Chandy CAO 

The meeting started at 2.30 pm in the Conference Hall on 7/2/18 with the Principal in the chair.

The discussion on 2.7 and Sections III & Section IV of the Peer team report was held.

Resolved [CC/8/1/7/2/18] that the various requirements as pronounced in the whole peer team report be consolidated and ~~submitted~~ ^{presented} in the next IQAC General Committee meeting. The IQAC Convener was authorized the same.

Discussions on NBA accn were held in detail. ~~It was~~ Resolved [CC/8/2/7-2-18] to give consider NBA accn of as many programs as possible with top priority. Necessary preparations be done in the ~~the~~ ^{the} next NBA accn.

Resolved to conduct internal audit of all the depts, ~~and~~ clubs/cells etc. [CC/8/3/7-2-18]

A proposal for creating project bank was presented. So that suitable proposal could be sent to the funding agencies at and when asked for.

Resolved [CC/8/4/7-2-18] to form a Committee to with the following members to look into various project proposals including EIST (Fund for Improvement of SAT) Infrastructure of the DST: Mr. Mahesh, Ms. Shiji Antony, Ms. Sneeridya P., Dr. S. Krishnakumar, Dr. Archana R., Dr. S.M. Panicker, and ^{Dr. S.K. Varshose} Dr. S.K. be the members of the Project Committee.

The matter concern in the ~~erosion~~^{lack} of discipline was expressed at the meeting.

Resolved [CC/8/5/7-2-18] to give more emphasis in implementing good discipline from and frame necessary policies to ensure discipline in hostels and on ^{the} campus.

The meeting ended at 3.45 pm.

Minutes passed
ESB

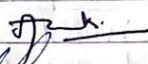

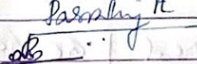

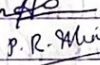
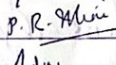

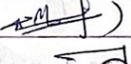

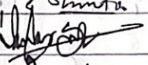

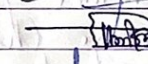



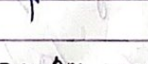
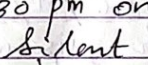
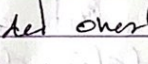
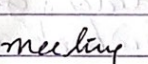
Dr. Sanyal
Dr. Sanyal

9) Meeting of the IQAC General Committee
on 09-05-2018

Agenda:

- 1) Quality initiatives/sustenance.
 - 1) Academic retreat.
 - 2) Policies related to Discipline.
 - 3) Updating data in website, Campus SPW.
- 2) AQAR - 2018 -> Central Repository
- 3) NBA Accreditation - DMS
- 4) Any other matter.

Members Present:

Dr. George Isaac, Principal	
Dr. K.S.M. Panicker, Director Academics	
Dr. C. Sheela, Vice Principal	
Dr. Sunnykuriakose	
Dr. Binimol Pannoon	
Parvathy R.	
Rosewin Parackal	
Seem Abi	
Honeyamol P. Chacko	
MINI P.R.	
Shreedhya D	
for VINITHA V (Newarka)	
Jiby Varghese	
Shritha Sivasuban	
Tambara Sand S.	
Sajam S (mech)	
B. Vijayaraj Kumar (Adminisstrator)	
K.M. Heera, Establs supervisor	
Unni Krishna G	
Prasad J.C	
Sankosh Kottam	
Deeja Jay V Anilay	
Dr A.J. Joshua	

The meeting began at 2:30 pm on May 9, 2018 in the Conference room with silent prayer. Principal Dr. G. Isaac presided over the meeting.

The minutes of the previous meeting were presented and were adopted.

As matters arising out of the minutes, the co-ordinator explained the matter of consolidating all the requirements identified during the discussions at various C.C. meeting about the Peer team report.

The need for quality improvement and quality

sustenance particularly after the first NAAC accreditation was pointed out.

Resolved [GC/9/1/9.5.18] to open a google form and invite the members to post their suggestions w.r.t. quality enhancement and quality sustenance.

Resolved [GC/9/2/9.5.18] to authorize the IQAC Co-ordinator to consolidate the requirement already identified and the suggestions to be received from google form and prepare a comprehensive document for submitting to the management.

The need for conducting an Academic retreat was explained at the meeting.

Resolved [GC/9/3/9.5.18] that all dept/cells/clubs should conduct planning sessions independently and finalize the action plan for the coming year on calendar basis in tune with KTU calendar. The program or activities be planned so as to attain the program outcomes. The action plans so thus prepared be published and copies be submitted to the Principal / VP / Director Acad / CEO and the Deans.

Resolved [GC/9/4/9.5.18] to authorize the Principal to discuss about the format / dates of the series test and module tests in the HoD meeting and the dates decided be incorporated in the College Handbook and Calendar for the coming year.

Resolved [GC/9/5/9.5.18] to form a Committee consisting of the Principal, Mr. Annikartha, Mr. Pankaj Kumar, Mr. Mathan EK, Ms. Mini P. R. and Dr. SKJ for developing suitable software for the data management w.r.t. NBA / NAAC / ISO accreditation.

The degradation of discipline on the campus was expressed as a serious concern.

Resolved [GC/9/6/9.5.18] to convene a meeting of all discipline committees and incorporate changes (if any) in the existing discipline policies.

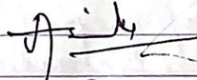
Resolved to [GC/9/7/9.5.18] to request the Principal to direct the convenor of various committees to convene the committee meetings.

Resolved [GC/9/8/9.5.18] to authorize Mr. Debby V Mr. S. Sojan and Mr. Shinto Sebastian to formulate a system for website management, Notice management and database management and present in the next meeting for further action.

Resolved [GC/9/9/9.5.18] to authorize Mr. Shinto Sebastian, Mr. Honey Math Chacko and Dr. SK to prepare AQAR 2018.

The meeting came to a close at 4.10 pm.

Minutes passed
SBC


Dr. Suney Kurian
IQAC Co-ordinator

10) Meeting of the IQAC Core Committee on 13/5/2018

Agenda:

Orientation to Staff (workshop)

General feedback.

Handbook and calendar.

Committees:

12B of appln.

NAAC - recent changes.

Approval of NBA parameters & forwarding to IGC