

**IES COLLEGE OF ENGINEERING**

**MINUTES OF THE IQAC MEETING HELD ON 22.09.2022 AT 3 pm- PRINCIPAL'S CABIN**

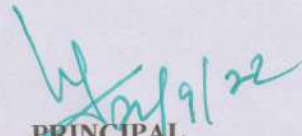
Sl. No	Agenda	Outcome of Discussion	Responsibility
1	<b>Review of previous meeting</b>	Almost all works done as per the responsibility	All HoDs
2	<b>Bridge course and Orientation for first years</b>	<ol style="list-style-type: none"><li>1. The bridge course for first years plan to start from 26.09.2022 to 21.10.2022. An detailed timetable to be made in conduct classes.</li><li>2. The orientation programme for first year also planned to conduct on 26.10.2022</li></ol>	Prof. Padmapriya , HOD/S& H
3	<b>NBA preparation and revised SAR submission</b>	The IQAC members are happy with the NBA work progressing. The Management discussed with the NBA coordinators of each department and complimented them for their whole hearted work done and also praised them for the excellent first year intake.	Dr. G Kiruthiga, HoD CSE
4	<b>Review of Academic Plan</b>	All the activities to be panned as per academic calendar.	Principal
5	<b>Labs smooth functioning</b>	New syllabus 2019 lab sessions to be given to students as per the syllabus. The lab instructors to be prepared to teach the practical's .HoDs submitted the new purchase request	ALL HoDs
6	<b>Analysis of feedback from stakeholders</b>	The feedback from all stakeholders have been taken and analysed. There were few suggestions from the stakeholders <ol style="list-style-type: none"><li>a) Alumni highlighted Industry Institute collaboration and activities to be improved</li><li>b) Students suggested that they need more technical activities</li></ol>	ALL HODs
7	<b>Start up awareness programs</b>	IEDC Coordinator given the task to conduct awareness on startups	IEDC Coordinator
8	<b>Student union activities</b>	The election of students was conducted and activities to be planned.	Staff Coordinator

9	<b>Sports activities arrangements and improvements</b>	Physical Education Director to be given importance to world cup and an football match to be scheduled	Physical Education Director
10	<b>Review of Self Appraisal</b>	Self appraisal reports collected and reviewed. Outstanding performers are recommended for best teacher award	Principal
11	<b>Awareness programs on Anti ragging, Anti narcotics</b>	Awareness program to be scheduled to give importance about anti ragging and antinarcotics.	Principal
12	<b>Other Matters</b>	The bus timing should be earlier in order to faculty to reach class in proper time. The students from Hostel also to be checked whether they are keeping proper timing	Principal

The meeting came to an end at 4:30 pm with vote of thanks by Dr. John Chembukkavu, IQAC Coordinator

  
IQAC Coordinator



  
PRINCIPAL

Dr. S. BRILLY SANGEETHA  
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CHITILAPPILLY - 680551  
THRISSUR - KERALA

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**ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 22.09.2022 AT 3 pm**  
**AT PRINCIPAL'S CABIN**

Item No	Action Taken
2. Bridge course and Orientation for first years	Prof . Padmapriya , HOD/S& H have taken steps to start bridge course for first year. Time table given from 26.09.2022 to 21.10.2022. The orientation programme for first year conducted on 26.10.2022
3. NBA preparation and revised SAR submission	HoD CSE/ME/CE completed works related to the SAR Submission
4. Review of Academic Plan	1. All the activities are reviewed with department academic calendar. 2. All activities are complied with the academic calendar
5. Labs smooth functioning	1. All lab sessions are given to students as per the syllabus. 2. New purchase requests submitted by HoD has been approved.
6. Analysis of feedback from stakeholders	Departments signed MoU to improve the Industry Institute interaction and student association activities also started
7. Start up awareness programs	IEDC Coordinator conducted the awareness on startups
8. Student union activities	Student Union activities schedule has been submitted.
9. Sports activities arrangements and improvements	Physical Education Director conducted the football match
10. Review of Self Appraisal	Best teacher award has given to the outstanding performers
11. Awareness programs on Anti ragging, Anti narcotics	Awareness program on anti ragging and anti narcotics are given.
12. Other Matters	The direction given to AO for follow up of bus timing and the information regarding timing has been passed to the hostel warden / Matron.

IQAC Coordinator



Principal

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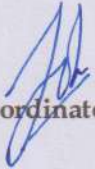
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## IES COLLEGE OF ENGINEERING

### MINUTES OF THE IQAC MEETING HELD ON 10.11.2022 AT 3 pm AT PRINCIPAL'S CABIN

Sl. No	Agenda	Outcome of Discussion	Responsibility
1	<b>Review of previous meeting</b>	Almost all works done as per the responsibility	All HoDs
2	<b>Internship and Industrial visits</b>	Proper planning of internships and Industrial Visits to be done	All HoDs
3	<b>NBA internal Final Audit</b>	All the files of department to be audited and final report to be submitted	Dr. G Kiruthiga, HoD CSE
4	<b>Attendance and Internal review</b>	<ol style="list-style-type: none"><li>1. Punctuality and discipline related mindset of the students should be changed.</li><li>2. HoDs/Principal to go rounds at 9 am to 9.15 am.</li></ol> Categorize the students into above average, average, below average and concentrate more on below average & average students. For bright students more care to be taken to maintain good results.	All HoDs
5	<b>Labs internal scheduling</b>	All lab internal exams to be scheduled and to be completed as per academic calendar	All HoDs
6	<b>Outcome based academic activities</b>	Global certification standards to be followed in order to fill the gaps in the academics and to get placements	PRINCIPAL/ ALL HoDs
7	<b>Association activities support to conduct Programs</b>	All departments needs to plan department activities which will improve the technical skills.	All HoDs
8	<b>Seminars, FDP and workshop planning</b>	Funded program to conduct FDP, seminars and workshops to be applied	All HoDs
9	<b>Society linked activities</b>	Community based activities should be highlighted in order cultivate social responsibility in students	NSS Program officer
10	<b>Innovative projects and patents</b>	From First year onwards innovative project ideas to be developed. Funded projects also to be given more concentration. IEDC to be given	IEDC coordinator

		more space to make good ideas and startups	
11	Other Matters	Staff orientation for new faculty to be scheduled	PRINCIPAL

  
IQAC Coordinator



  
PRINCIPAL

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ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 10.11.2022 AT 3 pm

VENUE : PRINCIPAL'S CABIN

ITEM NO	Action Taken
2.Internship and Industrial visits	Internships and Industrial Visits departments HoDs taken care for the implementation
3.NBA internal Final Audit	All the files of department to be audited and final report to be submitted
4.Attendance and Internal review	Awareness in the classroom by tutors in regarding to the attendance given to the students. HoDs/Principal to go rounds at 9 am to 9.15 am implemented. Review of internal based on below category have done a) Above average b) Average c) Below average For bright students special care have been implemented to maintain the good results through the mentors.
5.Labs internal scheduling	Lab internal exams scheduled and will be completed as per academic calendar
6.Outcome based academic activities	To fill the gaps in the academics and to get placements industry oriented value added courses have been implemented
7.Association activities support to conduct Programs	All departments started department activities which will improve the technical skills.
8.Seminars, FDP and workshop planning	Funded FDP will be done in next semester
9.Society linked activities	NSS program officer taken initiative to fulfill this social responsibility in students
10.Innovative projects and patents	IEDC coordinator took steps to get innovative project ideas to be developed as products in order to register as startup

11. Other Matters

Next semester the Staff orientation for new faculty scheduled during in the month of February

IQAC Coordinator

PRINCIPAL



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**IES COLLEGE OF ENGINEERING**

**MINUTES OF THE IQAC MEETING HELD ON 07.02.2023 AT 3 pm AT  
PRINCIPAL'S CABIN**

**Members present:**

- |                          |   |                |
|--------------------------|---|----------------|
| 1. Mr.Syed Mohammed      | - | Secretary      |
| 2. Dr.S Brilly Sangeetha | - | Principal      |
| 3. Dr.Lince Mathew       | - | Vice Principal |
| 4. Dr. G Kiruthiga       | - | HoD CSE        |
| 5. Dr.John Chembukkavu   | - | HoD EEE        |
| 6. Dr.Benham             | - | HoD ME         |
| 7. Dr.Mahadevan          | - | HoD CE         |
| 8. Ms.Rachana M K        | - | HoD ECE        |
| 9. Ms.Padmapriya V K     | - | HoD S&H        |

Sl. No	Description	Responsibility
1	<b>Agenda1: Review of previous meeting</b> Almost all works done as per the responsibility.	All HoDs
2	<b>Agenda 2: Department Question Paper scrutiny cell effectiveness</b> Two set of question paper will be provided by department after scrutiny to the exam cell. From that one question paper will be selected.	All HoDs
3	<b>Agenda 3: Subject Allocation and Time table for first years</b> All the subject allocation and time table is ready and submitted.	All HoDs
4	<b>Agenda4: Industrial visits for enhancement of hands on capacity</b> HoDs can plan one day visits to the Industry.	All HoDs
5	<b>Agenda 5: English Language fluency improvement measures</b> All departments should ensure that faculty speaks in English and motivate students to speak in English.	All HoDs



6	<b>Agenda 6: Analysis of feedback from alumni</b> Alumni should be given a space in the college for incubation.	Alumni In charge
7	<b>Agenda7: Start up funding plans and workshops</b> IEDC needs to plan activities which will fund for the projects and improve the start ups and technical skills.	IEDC Cordinator
8	<b>Agenda8: Student project funding</b> Funded program to conduct FDP, seminars and workshops to be applied by all departments.	All HoDs
9	<b>Agenda9:Publication and patents improvements</b> All faculties should publish papers, patents and also students projects needed to get published.	All HoDs
10	<b>Agenda 10 : Other Matters</b> Staff orientation for new faculty to be scheduled and best outgoing student award is also planned from this year onwards.	Principal

IQAC Coordinator

*Dr. John*

~~PRINCIPAL~~

*10/23*

## IES COLLEGE OF ENGINEERING

### ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 07.02.2023 AT 3 pm VENUE : PRINCIPAL'S CABIN

**Members present:**

- |                          |   |                |
|--------------------------|---|----------------|
| 1. Mr.Syed Mohammed      | - | Secretary      |
| 2. Dr.S Brilly Sangeetha | - | Principal      |
| 3. Dr.Lince Mathew       | - | Vice Principal |
| 4. Dr. G Kiruthiga       | - | HoD CSE        |
| 5. Dr.John Chembukkavu   | - | HoD EEE        |
| 6. Dr.Benham A           | - | HoD ME         |
| 7. Dr.Mahadevan          | - | HoD CE         |
| 8. Ms.Rachana M K        | - | HoD ECE        |
| 9. Ms.Padmapriya V K     | - | HoD S &H       |

Description		Action Taken
<b>Agenda1: Review of previous meeting</b> Almost all works done as per the responsibility	All HoDs	All the scheduled activities are done.
<b>Agenda 2: Department Question Paper scrutiny cell effectiveness</b> Two set of question paper will be provided by department after scrutiny to the exam cell. From that one question paper will be selected.	All HoDs	HoDs were directed to give two set of question papers to exam cell after verifying by scrutiny cell in the dept for all exams
<b>Agenda 3: Subject Allocation and Time table for first years</b> All the subject allocation and time table is ready and submitted.	All HoDs	All the subject allocation and time table were submitted by the time table coordinator to Principal and approved.
<b>Agenda4: Industrial visits for enhancement of hands on capacity</b> HoDs can plan one day visits to the Industry.	All HoDs	All departments sent the students for Industrial Visits/ Internships and completed as per academic calendar .

<p><b>Agenda 5: English Language fluency improvement measures</b> All departments should ensure that faculty speaks in lab internal exams to be scheduled and to be completed as per academic calendar.</p>	All HoDs	To fill the gaps in the academics and to get placements English fluency training was implemented by placement cell.
<p><b>Agenda 6: Analysis of feedback from alumni</b> Alumni should be given a space in the college to plan their activities also in website update the activities.</p>	Alumni In charge	A website space is allotted to post feedback and activities of alumni.
<p><b>Agenda7: Start up funding plans and workshops</b> IEDC needs to plan activities which will fund for the projects and improve the start ups and technical skills.</p>	IEDC Coordinator	Funded activities are getting done under the guidance of Vice Principal.
<p><b>Agenda8: Student project funding</b> Funded program to conduct FDP, seminars and workshops to be applied by all departments.</p>	All HoDs	KTU FDP was successfully conducted in the month of February .
<p><b>Agenda9:Publication and patents improvements</b> All faculties should publish papers, patents and also students projects needed to get published.</p>	All HoDs	International Conference was conducted successfully on 15 <sup>th</sup> May 2023.
<p><b>Agenda 10 : Other Matters</b> Staff orientation for new faculty to be scheduled and best outgoing student award.</p>	Principal	<p>The Staff orientation for new faculty is scheduled during the month of July .</p> <p>An Achievers' day (Zenith'2023) was conducted on 15<sup>th</sup> June 2023. The best outgoing student in the departments and best outgoing student of the College were honoured with trophies and certificates.</p>

IQAC Coordinator

*Dr. John. C.*

PRINCIPAL