

Academic Year

2025-2026

IES COLLEGE OF ENGINEERING, CHITTILLAPILLY, THRISSUR

Circular

CIR/IQAC/33/2026

03/01/2026

Sub: IQAC Committee Meeting -Reg

This is to inform that the IQAC committee meeting will be held on 5th Jan 2026 at 2.30 pm in the Principal's chamber.

Sl. No	Agenda	Presented by
1.	Review of previous minutes of meeting	Dr John Chembukkavu, HOD/EEE
2.	Syllabus Completion Status	All HoDs
3.	Sessional Exam-1	All HoDs
4.	Notes Submission	Principal
5.	IEDC Camp	IEDC Coordinator
6.	NBA and Autonomous Process	All HoDs
7.	Other Matters	Principal

IQAC Coordinator

4/3/26
PRINCIPAL

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IES COLLEGE OF ENGINEERING

MINUTES OF THE IQAC MEETING HELD ON 05.01.2026

TIME: 2.30 pm

VENUE : PRINCIPAL'S CABIN

Sl. No	Agenda	Outcome of Discussion	Responsibility
1	Review of previous minutes of meeting	Almost all works done as per the responsibility	Dr John Chembukkavu, HOD/EEE
2	Syllabus Completion Status	The lagging subjects portions completion can use additional hours to be given to them to complete the portion.	All HoDs
3	Sessional Exam-1	The first sessional exam for higher semester students on 13th to 16th January, on 20th and 21st January 2026. The timing will be from 9.15 am to 10.45 am.	All HoDs
4	Notes Submission	Notes it is to be verified by Principal also a copy of subject allocation list to be attached.	All HoDs
5	IEDC Camp	IEDC camp date confirmed and it will be conducted on 9th and 10th January 2026.	IEDC Coordinator
6	NBA and Autonomous Process	As part of quality improvement We are planning for accreditation activities for the above work both HoD/CE for NBA and HoD S/H for Autonomous can be as amin coordinator.	HoD/CE & HoD/S&H
7	Other Matters	Autonomous activity status for the college and has to be applied before June 2026 for that all arrangements done	PRINCIPAL

IQAC Coordinator

PRINCIPAL

IES COLLEGE OF ENGINEERING

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 05.01.2026

TIME 2.30pm

VENUE : PRINCIPAL'S CABIN

1.

ITEM NO	Action Taken
Review of previous minutes of meeting	All Scheduled works done as per the responsibility
Syllabus Completion Status	The lagging subjects portions completion can use additional hours to be given to them to complete the portion.
Sessional Exam-1	The first sessional exam for higher semester students on 13th to 16th January, on 20th and 21st January 2026. The timing will be from 9.15 am to 10.45 am.
NBA and Autonomous Process	Allocated HoD/CE for NBA and HoD S7H for Autonomous
Notes Submission	HoDs can permit faculty to attend the external FDPs those who have 3 or more years' experience only should be permitted to attend the external FDPs was
IEDC Camp	Time table Submission date fixation done on 18.11.2025.
Other Matters	2024 scheme Lab manual submission date fixed on 28.11.2025.

IQAC Coordinator

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IES COLLEGE OF ENGINEERING, CHITTILLAPILLY, THRISSUR

Circular

CIR/IQAC/32/2025

03/11/2025

Sub: IQAC Committee Meeting -Reg

This is to inform that the IQAC committee meeting will be held on 7th Nov 2025 at 2.30 pm in the Principal's chamber.

Sl. No	Agenda	Presented by
1.	Review of previous minutes of meeting	Dr John Chembukkavu, HOD/EEE
2.	KTU Internal audit	All HoDs
3.	KIRF Submission Status	HOD/ECE
4.	Subject Allocation review	Principal
5.	FDP	Principal
6.	Time Table Department	All HoDs
7.	Faculty presentation	All HoDs
8.	Other Matters	Principal

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MINUTES OF THE IQAC MEETING HELD ON 07.11.2025

TIME: 2.30 pm

VENUE : PRINCIPAL'S CABIN

Sl. No	Agenda	Outcome of Discussion	Responsibility
1	Review of previous minutes of meeting	Almost all works done as per the responsibility	Dr John Chembukkavu, HOD/EEE
2	KTU Internal audit	KTU Internal audit to be completed by 21.11.2025.	All HoDs
3	KIRF Submission Status	KIRF Data submitted successfully.	HOD/ECE
4	Subject Allocation review	Subject allocation reviewed. Admission Coordinators are given with one subject or one lab.	All HoDs
5	FDP	HoDs to restrict signing of permitting faculty to attend the external FDPs. The faculty members who have 3 or more years' experience only should be permitted to attend the external FDPs	All HoDs
6	Time Table Department	All department time table to be submitted to Principal on 18.11.2025.	ALL HoDs
7	Faculty presentation	Faculty presentation to be completed before 31st of December 2025.	All HoDs
8	Other Matters	Lab Manuals (2024 scheme) to be submitted to Principal's desk by 28.11.2025.	PRINCIPAL

IQAC Coordinator

7/11/25
PRINCIPAL

IES COLLEGE OF ENGINEERING

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 07.11.2025

TIME: 2.30pm

VENUE : PRINCIPAL'S CABIN

ITEM NO	Action Taken
Review of previous minutes of meeting	All Scheduled works done as per the responsibility
KTU Internal audit	KTU Internal audit completion date issued to HODs and it is to be completed by 21.11.2025.
KIRF Submission Status	KIRF Data submitted.
Subject Allocation review	For Admission Coordinators with one subject or one lab is to be followed.
FDP	HoDs can permit faculty to attend the external FDPs those who have 3 or more years' experience only should be permitted to attend the external FDPs .Internal FDP should be given more weightage
Time Table Department	Time table Submission date fixed on 18.11.2025.
Faculty presentation	Faculty presentation to be completed before 31st of December 2025.
Other Matters	2024 scheme Lab manual submission date fixed on 28.11.2025.

IQAC Coordinator

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IES COLLEGE OF ENGINEERING, CHITTILLAPILLY, THRISSUR

Circular

CIR/IQAC/31/2025

02/08/2025

Sub: IQAC Committee Meeting -Reg

This is to inform that the IQAC committee meeting will be held on 5th Aug 2025 at 2.30 pm in the Principal's chamber.

Sl. No	Agenda	Presented by
1.	Review of previous minutes of meeting	Dr John Chembukkavu, HOD/EEE
2.	Programs Plan Department	All HoDs
3.	Late comers and Attendance Monitoring	All HoDs
4.	Supplementary exams review	Principal
5.	Orientation programme	Principal
6.	MoUs	Department HoDs
7.	PTA Meeting	All HoDs
8.	Other Matters	Principal

IQAC Coordinator

W/ 5/8/25
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IES COLLEGE OF ENGINEERING

MINUTES OF THE IQAC MEETING HELD ON 05.08.2025

TIME: 2.30 pm

VENUE : PRINCIPAL'S CABIN

Sl. No	Agenda	Outcome of Discussion	Responsibility
1	Review of previous minutes of meeting	Almost all works done as per the responsibility	Dr John Chembukkavu HOD/EEE
2	Programs Plan Department	Coming semester activities of the department to be planned and the academics should not effected.	All HoDs
3	Late comers and Attendance Monitoring	Strict monitoring of late comers to be planned for this semester. The attendance shortage of the students to be intimated properly to students and parents and finally to principal for considering based on genuine case.	All HoDs
4	Supplementary exams review	HoDs can make a plan for improving the semester results by making students to clear backlog for that extra classes can be schedules from 4.30 pm to 6 pm.	All HoDs
5	Orientation programme	The Orientation programme can be scheduled on 14.08.2025. The Speaker Mr. Manoj P Kammath, Motivational Speaker can be arranged.	All HoDs
6	MoUs	Planned to implement two MoU in a semester	ALL HoDs
7	PTA Meeting	PTA meeting is to be scheduled on 22.08.2025. Students who failed in sessional test 1 must meet Tutors and HoDs with their parents.	All HoDs and Placement Officer
8	Other Matters	IES journal will be released every year it can be utilized for students and faculty to publish their articles	PRINCIPAL

IQAC Coordinator

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IES COLLEGE OF ENGINEERING

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 05.08.2025

TIME : 2.30pm

VENUE : PRINCIPAL'S CABIN

ITEM NO	Action Taken
Review of previous minutes of meeting	All the scheduled activities are done
Programs Plan Department	HoDs will be submitting program plan in the current semester
Late comers and Attendance Monitoring	Late comers to be controlled beginning itself and it is to be intimated properly to students and parents.
Supplementary exams review	HoDs can plan to reduce the supply and extra classes in the evening time.
Orientation programme	The Orientation programme fixed on 14.08.2025.
MoUs	Planned two in a semester
PTA Meeting	Hods informed to implement and report to be submitted
Other Matters	IES journal will be released every year for students and faculty to publish their articles

IQAC Coordinator

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