

Academic year

2024-'25

IES COLLEGE OF ENGINEERING, CHITTILLAPILLY, THRISSUR

CIR/IQAC/30/2025

Circular

21/03/2025

Sub: IQAC Committee Meeting -Reg

This is to inform that the IQAC committee meeting will be held on 26<sup>th</sup> March 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.	Academic calendar Programs review	All HoDs
3.	Internal and Attendance	All HoDs
4.	Backlogs status review	Principal
5.	Planning of special coaching in next semester	Principal
6.	MoU	Placement Officer
7.	Fund Generation	All HoDs
8.	Other Matters	Principal

IQAC Coordinator

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**IES COLLEGE OF ENGINEERING, CHITTILLAPILLY, THRISSUR**

**MINUTES OF THE IQAC MEETING HELD ON 26.03.2025**

**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	Academic calendar Programmes review	Programmes should be planned in advance and departments to take necessary steps to give more technical sessions.	All HoDs
3	Internal and Attendance	Strict criteria planned for internals. Only based on students assessments internal can be finalized. The attendance shortage of the students to be intimated properly to students and parents and finally to principal for considering based on genuine cases.	All HoDs
4	Backlogs status review	HoDs can plan academics for improving the semester results. The next academic year onwards remedial classes will be there from 4.30 pm to 6 pm. For slow learners.	All HoDs
5	Planning of special coaching in next semester	After first Internal test students failed in one subject needs to sit in remedial class for all subjects.	All HoDs
6	MoU	Hods to identify companies for MoUs . Atleast two MoUs per year per department should be done.	ALL HoDs
7	Fund Generation	Proposals to be submitted by the department to get funds for start up / Consultancy /Internship.Training programs can be conducted in campus.	All HoDs and Placement Officer
8	Other Matters	IES journal hard copy of volume 1 will be released during convocation ceremony.	PRINCIPAL

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## IES COLLEGE OF ENGINEERING

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 26.03.2025

Time: 2.30pm

VENUE : PRINCIPAL'S CABIN

Sl. No	Agenda	Action Taken
1	Review of previous minutes of meeting	Almost all works done as per responsibility
2	Academic calendar Programmes review	More technical activities planned and executed by the departments
3	Internal and Attendance	Final internals and attendance verified and uploaded in KTU portal.
4	Backlogs status review	Remedial classes conducted successfully. Feedbacks taken and improvements noted.
5	Planning of special coaching in next semester	All departments HoDs arranged the revision classes as per the series test 1 marks
6	MoU	MoUs signed .
7	Fund Generation	Proposals submitted by the departments
8	Other Matters	Volume 1 released during convocation ceremony.

IQAC Coordinator 

  
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## IES COLLEGE OF ENGINEERING

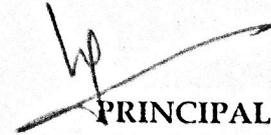
ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 26.03.2025

Time: 2.30pm

VENUE : PRINCIPAL'S CABIN

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4	Backlogs status review	Remedial classes conducted successfully. Feedbacks taken and improvements noted.
5	Planning of special coaching in next semester	All departments HoDs arranged the revision classes as per the series test 1 marks
6	MoU	MoUs signed .
7	Fund Generation	Proposals submitted by the departments
8	Other Matters	Volume 1 released during convocation ceremony.

IQAC Coordinator 

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IES COLLEGE OF ENGINEERING, CHITTILLAPILLY, THRISSUR

CIR/IQAC/29/2025

Circular

02/01/2025

Sub: IQAC Committee Meeting -Reg

This is to inform that the IQAC committee meeting will be held on 7<sup>th</sup> January 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.	Semester Programmes Implementation	All HoDs
3.	Module Completion	All HoDs
4.	University result analysis	Principal
5.	Internal audit 1	Principal
6.	Mern Stack- Value added Course	Placement Officer
7.	Laboratory sessions	Principal
8.	Other Matters	Principal

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## IES COLLEGE OF ENGINEERING

MINUTES OF THE IQAC MEETING HELD ON 07.01.2025

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	Semester Programmes Implementation	All activities of the department planned as per academic calendar to be followed strictly for proper functioning of the semester without effecting the Module completion	All HoDs
3	Module Completion	Module 1 completion status is satisfactory in all departments. Since this semester is very short, faculty members are advised to take online classes to complete the portions.	Time table in charge
4	University result analysis	HoDs can plan remedial classes or special classes for improving the semester results.	All HoDs
5	Internal audit 1	Internal audit 1 for the even semester will be done on January last week. Exact date will be intimated soon. All departments to be ready with their files .	All HoDs
6	Mern Stack- Value added Course	The training started from 6 <sup>th</sup> January 2025. It is a full day training for S6 ECE and CSE in lab I & II.	HoD ECE and HOD CSE
7	Laboratory sessions	Laboratory sessions to be given importance. Students should know what they are doing in lab sessions. Practical knowledge to be improved .	HoD / R&I
8	Other Matters	The Industrial Visits ( IV) for higher semesters ( S4 & S6) to be completed before 31 <sup>st</sup> of January 2025. DTE permission is mandatory. Industries selected to be submitted to IIC for approval	PRINCIPAL

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## IES COLLEGE OF ENGINEERING

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 07.01.2025

TIME : 2.30pm

VENUE : PRINCIPAL'S CABIN

Sl.No	Agenda	Action Taken
1.	Review of previous minutes of meeting	Almost all works done as per the responsibility
2.	Semester Programmes Implementation	All activities done as per scheduled academic calendar.
3.	Module Completion	Deadlines given and as per the deadlines modules completed by the departments .
4.	University result analysis	HoDs planned and conducted remedial classes after working hours .
5.	Internal audit 1	Internal audit completed successfully.
6.	Mern Stack- Value added Course	Training completed as per the schedule and feedback collected.
7.	Laboratory sessions	Laboratory sessions given utmost care .
8.	Other Matters	Industrial visits conducted as per norms. DTE permission and IIC permission obtained.

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**IES COLLEGE OF ENGINEERING, CHITTILLAPILLY, THRISSUR**

**Circular**

CIR/IQAC/28/2024

02/12/2024

**Sub: IQAC Committee Meeting -Reg**

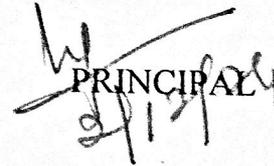
This is to inform that the IQAC committee meeting will be held on 5<sup>th</sup> December 2024 at 2.00 pm in the Principal's chamber.

Sl. No	Agenda	Presented by
1.	Review of previous minutes of meeting	Dr John Chembukkavu, HOD/EEE
2.	Academic calendar Programs Review	All HoDs
3.	Internships and Value added courses	All HoDs
4.	Academic Result Improvement strategy	Principal
5.	Analysis of feedback from stake holders	Principal
6.	Job oriented & English Speaking courses for Students	Placement Officer
7.	Funding Proposals	All HoDs
8.	Other Matters	Principal

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IES COLLEGE OF ENGINEERING

MINUTES OF THE IQAC MEETING HELD ON 05.12.2024 AT 2.00 pm AT 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	Academic Calendar Programs Review	All activities of the department hereafter planned as per academic calendar. The lab manuals, course files also to be ready for Audit at the beginning of the semester	All HoDs
3	Internships and Value added courses	Internships to be monitored such that students are getting benefits out of it and value added course also need to provide to enhance knowledge in current trending area.	All HoDs
4	Academic Result Improvement strategy	Extra class based on the subject failed by the student can be work out and Common subjects can be clubbed with S& h Dept.	All HoDs
5	Analysis of feedback from stake holders	It should be done without fail.	All HoDs
6	English Speaking for Students	College council meeting should be planned and proper feedback to be collected	All HoDs
7	Funding Proposals	IEDC cell needs to plan activities which will fund for the projects and improve the startups and technical skills.	IEDC / MSME Coordinator
8	Other Matters	Field Visit ,Staff Day and Staff tour can be arranged in order to improve among each other for cooperating in the college activities and to improve technical knowledge.	All HoDs and Placement Officer

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## IES COLLEGE OF ENGINEERING

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 05.12.2024 AT 2.00pm  
VENUE : PRINCIPAL'S CABIN

1.

ITEM NO	Action Taken
Review of previous minutes of meeting	All the scheduled activities are done
Academic calendar Programs Review	HoDs are directed to give program planning in the current semester
Internships and Value added courses	HoDs can submit the Plan of internships and value added courses.
Academic Result Improvement strategy	HoDs can plan and implement the extra class for results improvement.
Analysis of feedback from stake holders	All departments HoDs informed to arrange
Job oriented & English Speaking courses for Students	College council meeting should be planned by secretary at the beginning of semester and proper feedback to be collected.
Funding Proposals	Funded activities will be done under the guidance of Dept HoDs.
Other Matters	Field Visit ,Staff Day and Staff tour will be arranged.

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**IES COLLEGE OF ENGINEERING, CHITTILLAPILLY, THRISSUR**

**Circular**

CIR/IQAC/27/2024

03/7/2024

**Sub: IQAC Committee Meeting -Reg**

This is to inform that the IQAC committee meeting will be held on 5<sup>th</sup> July 2024 at 2.00 pm in the Principal's chamber.

Sl. No	Agenda	Presented by
1.	Review of previous minutes of meeting	Dr John Chembukkavu, HOD/EEE
2.	Sessional Test	All HoDs
3.	Classroom Arrangements for First Year	Principal
4.	Academic Result Improvement strategy	Principal
5.	KTU Internal Audit-30th of September	Principal
6.	Orientation programme for first year Students	HoD S&H
7.	Techfest preparation	All HoDs
8.	Other Matters	Principal

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3/7/24  
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IES COLLEGE OF ENGINEERING

MINUTES OF THE IQAC MEETING HELD ON 05.07.2024 AT 2.00 pm AT 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	Sessional Test	All activities of the department hereafter planned as per academic calendar. The lab manuals, course files also to be ready for Audit at the beginning of the semester	All HoDs
3	Classroom Arrangements for First Year	The class rooms to be made arranged properly before the start of the first year classes.	HoD S&H
4	Academic Result Improvement strategy	HoDs can plan IV and schedule the core company in which student can gain more knowledge. The IV should be according the laws governed by the University and all guidelines should be followed.	All HoDs
5	KTU Internal Audit-30th of September	All departments should ready with all files.	All HoDs
6	Orientation programme for first year Students	It should be planned and invitation to be send to all parents and students and chief guest also needed to arrange.	HoD S&H
7	Techfest preparation	HoDs needs to plan activities which will highlights and improve technical excellence.	All HoDs
8	Other Matters	Staff Day and Staff tour can be arranged in order to improve staff harmony.	PRINCIPAL

  
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5/7/24.  
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**IES COLLEGE OF ENGINEERING**

**ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 05.07.2024 AT 2.00pm**  
**VENUE : PRINCIPAL'S CABIN**

1.

ITEM NO	Action Taken
Review of previous minutes of meeting	All the scheduled activities are done
Sessional Test	HoDs are directed to give program planning in the current semester
Classroom Arrangements for First Year	The subject allocation of even semester to be done by timetable in charge.
Academic Result Improvement strategy	HoDs can plan and submit the strategy.
KTU Internal Audit-30th of September	All departments HoDs informed to arrange
Orientation programme for first year Students	It should be planned by HoD S&H at the beginning of semester.
Techfest preparation	Tech Fest activities will be done under the guidance of Dept HoDs.
Other Matters	Field Visit ,Staff Day and Staff tour will be arranged.

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