NEHRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE

Pampady, Thiruvilwamala. Thrissur (Dt). Kerala - 680588

Composition of IQAC for the academic year 2018 – 19

S.No	Name	Designation	IQAC designation
1	Dr.T.Ambikadevi Amma, Principal. NCERC	Principal. NCERC	Chairperson
2	Dr.S.Muthukrishnan, Prof & Head / EEE.	HoD. Department of Electrical and Electronics Engineering	Coordinator – IQAC
3	Dr.P.Krishnadas	Chairman & Managing Trustee -NGI	Member
3	Dr.P.Krishnakumar	CEO & Secretary	Member
	Ms. Bindu Krishnakumar	Asst.Manager - HR	Member
4	Mr.R.Ambikadas	Academic Superintendent, NCERC	Member
5	Mr.Vimal M N	Asst Professor . AUE	Member
6	Ms.Anu Rinny Sunny	Asst Professor . CSE	Member
7	Mr.Vishnu Prabha N Kaimal	Asst Professor . ECE	Member
8	Mr.David E	Asst Professor . EEE	Member
9	Mr.Rahul	Asst Professor , ME	Member
10	Mr.Nikil	Asst Professor . MT	Member
11	Mr.Alex	Asst Professor , MBA	Member
12	Dr.Sudheer Marar	HoD, MCA	Member
13	Mr.Ragesh P R and Ms.Sreekala R	Mechanical and CSE	Nominee - Alumni
14	Mr.Bibin Antony	HR Manager. Accenta Education	Nominee - Employer
15	Mr.P R Krishnakumar	Head. Aryavaidya Pharmacy. CBE	Nominee – Industrialist
16	Mr. Ravi	Parent	Nominee - Stakeholder

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Internal Quality Assurance Cell (IQAC)

Minutes of meeting held on 5th March 2019
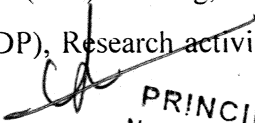
Agenda:

1. IPR cell activity.
2. III cell activity
3. Preparation for AQAR 2018-19 submission.
4. Initiating Green measures.

Members present: 16

The following points were discussed in the meeting:

1. Principal welcomed all the members of IQAC. Members confirmed the minutes of last IQAC meeting held.

2. The IPR cell coordinator briefly explained about IPR cell activities of current semester. He narrated that, along with teaching and extension activities, an educational institution needs to encourage creativity, research and provide conductive environment through.

3. The number of students placed through campus drive in the academic year 2018-19 was presented by the Placement officer. Placement willing students bagged many offers in Top MNCs with good salary packages. Training and placement cell's efforts are appreciated by the members. Industry interactions can help further improvements in future.

4. The III cell coordinator presented the achievements for the academic year 2018-19 including Information and Communication Technologies (ICT) learning, Industry – Institute Interactions, Faculty Development Programs(FDP), Research activities, and Academic Audit.

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5. Principal suggested that the MoU activities have to be initiated in all departments.

6. The expert suggested that the students who have undergone internships will have a better chance at placement. Placement cell can interact with the industries and help students to bag internships. Coding skills have to be improved by value added courses with Industry experts or Alumni resource persons.

7. Members suggested to organize project expo and poster exhibition in due course.

8. All the 7 Criteria Data templates of NAAC AQAR have been explained to all the Heads and members were asked to be prepared for the yearly report well in advance.

9. Members have taken responsibilities for all the seven criteria and further meetings will be conducted by them individually to collect the details of data templates.

10. It was proposed to initiate Green measures in planting trees and maintenance in the campus.

11. It was suggested to conduct Green measures appraisal on regular basis in order to spread the environment consciousness among all the stake holders and also to make the campus eco-friendly.

12. Meeting ended with concluding remarks by the Principal. IQAC Coordinator recorded the minutes.

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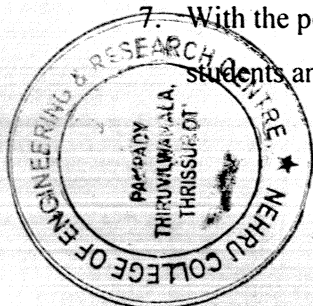
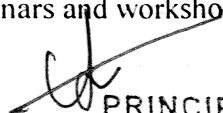## Minutes of meeting held on 4th January 2019

Agenda:

1. Discussion regarding professional society activity
2. Smart India Hackathon
3. Organizing FDP/seminar/workshop for faculty and students
4. Training students for competitive exams like GATE,CAT etc.

Members present: 16

The following points were discussed in the meeting:

1. Principal welcomed all the members of IQAC. Members confirmed the minutes of last IQAC meeting held.

2. The coordinators of professional societies CSI, SEEM, ISTE and SAE explained their target achievements of the semester and discussed the action plan of coming months.

3. Principal gave brief idea about different co-curricular activities that a student can participate. And she asked all the HODs to encourage those activities.

4. It was resolved to prepare the students for participating Smart India Hackathon competition. Class advisors and corresponding heads of departments will take appreciate actions.

5. A core committee was set up to organize/supervise FDP, seminar and workshops for both faculties and students.

6. It was discussed to conduct seminar on outcome-based education in every semester for newly joined faculty members.

7. With the permission of Principal, decided to conduct few seminars and workshops for students and faculties in the next month.

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8. Principal suggested that Extension service involving cost effective coaching classes to encourage students to appear for competitive exams could be organized.

9. It was discussed to form a set of senior faculties to formulate and implement train...g classes for students to participate in the competitive exams like GATE, CAT etc.

10. A discussion was started in the meeting that student should get more practice for appearing in technical aptitude test also.

11. Meeting ended with concluding remarks by the Principal. IQAC Coordinator recorded the minutes.

Principal

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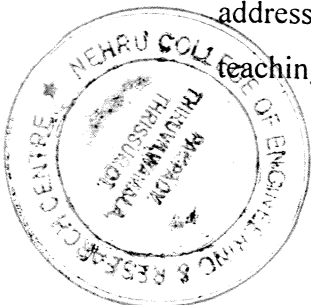
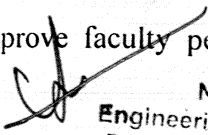### Minutes of meeting held on 12th November 2018

Agenda:

1. Internal academic audit.
2. Analysis of the feedback taken from the stakeholders.
3. Introduction of certificate courses.
4. Applying research funds from AICTE, DST, DRDO etc.
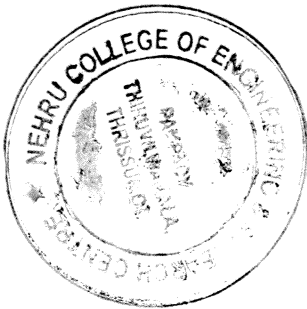
Members present: 15

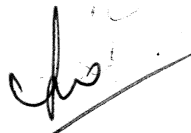**The following points were discussed in the meeting:**

1. Principal welcomed all members of IQAC. The last IQAC meeting minutes and action taken were reviewed.

2. The IQAC coordinator gave the brief idea to all members about each and every point in the academic audit checklist.

3. The internal academic audit schedule has been prepared with the approval of Principal. A team comprising members from each department was formulated to conduct the internal audit.

4. It was agreed that the feedback from stakeholders of the college should be taken.

5. It was resolved to request heads of all the departments to take necessary measures on the consolidation of the feedback from the stakeholders like students, parents, employers and alumni.

6. Student feedback collected for teaching learning evaluation process has been discussed and the different categories of faculty were identified. The Principal addressed all Heads to take further initiatives to improve faculty performance in teaching learning process.

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7. It was resolved to organize skill-based certificate courses on different topics like python with machine learning, android app development, IOT and embedded system, cable design etc.

8. More number of students can be motivated to enroll for online certification courses which enables Local chapter establishment at the college.

9. It was advised that minimum of 30 hours should be taken for each of the certificate courses.

10. Principal urged that the focus should be on three main aspects of teaching, research and outreach programmes. In the production of knowledge, research components should be well highlighted. There are many agencies like AICTE, DST, DRDO that funds research projects.

11. Principal gave instructions to the head of all departments to form a senior core team to formulate the procedure for applying research funds from various agencies.

12. Meeting ended with concluding remarks by the Principal.

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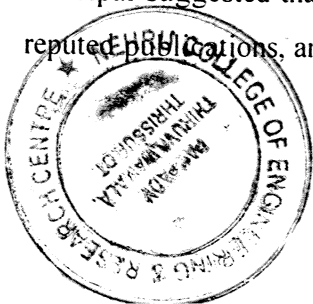## Minutes of meeting held on 6th August 2018

Agenda:

1. Recomposition of IQAC 2018-19.
2. Usage of ICT tools for teaching learning.
3. Research and development activities.
4. CO/PO mapping and attainment values.
5. Enhancement of internet/Wi-fi

Members present: 17

The following points were discussed in the meeting:

1. Principal welcomed the new members of IQAC. The restructured composition of IQAC was presented.

2. The functions and role of IQAC in sustaining the quality of the academic programmes of the college was highlighted.

3. The action plan for the academic year 2018-19 including Information and Communication Technologies (ICT) learning was presented

4. Principal elaborated academic results are improved compared to previous year and further improvement can be done by using ICT facility, handwritten notes, NPTEL facility etc.

5. IQAC recommended a policy should be prepared to enhance use of ICT too' i teaching learning.

6. Principal suggested that the Best Researcher award can be given to the faculty with reputed publications, and funding activities can be encouraged with research policies.

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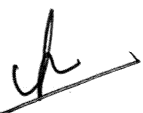Pampady, Thiruvilwamala, Thrissur Dt
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All senior faculties in the department have to plan for book publication with renowned publishers.

7. IQAC recommended that research and development department introduce incentives for publications in high impact factor journals at regular intervals.

8. It was agreed to enhance research and development activities by motivating teacher quality improvement, in encouraging the research-based work culture and in recommending student centric core project.

9. The institution has decided to shift teaching learning process to outcome-based education system as per the guidelines of NBA. The attainment of outcome can be analyzed through the assessment of COs and POs.

10. Principal presented time lines for the assessment cycle. At the beginning of every semester Cos, POs and CO-PO mappings should be discussed at the department level. And the attainment level can be calculated at the end of the semester.

11. It was discussed to increase the usage of internet facilities and members suggested to increase the wi-fi band width.

12. Meeting ended with concluding remarks by the Principal. IQAC Coordinator recorded the minutes.
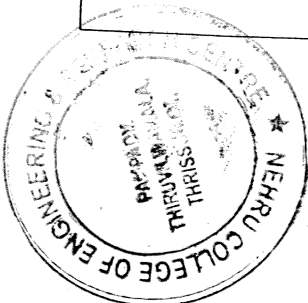
Principal

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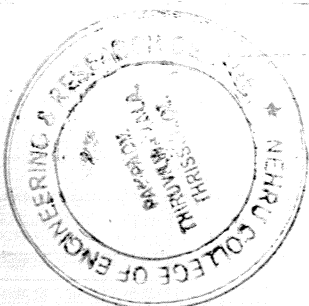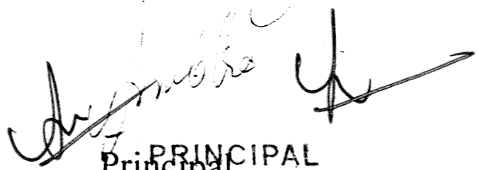(Approved by AICTE, Affiliated to APJ Abdul Kalam Technological University, Kerala)

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ACTION TAKEN REPORT OF IQAC (2018-19)

PLAN OF ACTION	ACTION TAKEN
Formation of various committees for smooth functioning of the college	Formed various committees for smooth functioning of the college
Strengthening ICT enabled teaching	Strengthened ICT enabled teaching
Preparation of teaching plans according to syllabus and maintaining course dairy by all teachers.	Prepared Teaching plans according to syllabus and maintaining course dairy by all teachers
Introducing certificate courses	Introduced certificate courses like Java Oracle certified course, Embedded System and IOT, Advanced Control Strategies on Electric Vehicle, CAD/CATIA, Robotics Operating System, Non-Destructive Testing etc.
Organizing seminars on soft skills and career guidance	Organized seminars on soft skills and career guidance.
Motivating faculty for publications	Motivated faculties for publications
Motivating faculty to attend FDP, Conferences etc.	Motivated faculties to attend FDP, Conferences etc.
Strengthening feedback system of various stakeholders	Collected and analyzed feedback from various stakeholders and action taken
Promoting ICT based teaching learning	Promoted ICT based teaching learning. The faculty members of the college used power point presentation and taught

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	through Internet and students used e-resources available in the college
Organizing workshops, seminars and conferences in various subjects	Organized workshops, seminars and conferences in various subjects
Organizing institutional level workshop on Teaching Learning and Evaluation by IQAC	Organized institutional level workshop on Teaching Learning and Evaluation by IQAC
Conducting Green audit	Conducted Green audit by arranging various programs.
Creating linkages and collaboration with industries	Created linkages and collaboration with different industries like FACE, SIPL, TCS Ion, Infosys Campus Connect, 6Phrase, Vajra Learning, Konfident etc.
Organizing inter collegiate games and sport events.	Organized inter collegiate games and sport events.
Strengthening professional society activity.	Organized various activities of professional societies like CSI, SEEM, ISTE and SAE etc
Participation in Smart India Hackathon projects	6 project groups participated in Smart India Hackathon.
Conducting Internal Academic Audit	Conducted Internal Academic Audit
Preparing AQAR 2018-19	Prepared AQAR for the year 2018-19
Verification of CO-PO mapping and attainment level	CO-PO mapping and attainment level had been calculated and verified by concerned heads of departments.
Strengthening IPR and III cell activities	Planned and Organized various activities of IPR Cell and III Cell

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Internal Quality Assurance Cell (IQAC)

Minutes of meeting held on12ᵗʰMarch 2018

Agenda:

1. Placement training
2. Activities of Industry-Institute Interaction Cell
3. Improving Green measures.
4. Enhancement of research activities

Members present: 16

The following points were discussed in the meeting:

1. Principal welcomed all the members of IQAC. Members confirmed the minutes of last IQAC meeting held.

2. For the improvement of campus placement, various activities such as soft skill training, group discussion practice, personal interview practice session, sessions for higher studies like GATE, CAT,GMAT etc are proposed to conduct for our students

3. It was also suggested to advice the students to participate in job fair conducted by nearby campuses. All the heads of department are advised to encourage the students to participate in various placement training activities too.

4. The III cell coordinator presented the achievements for the academic year 2017-18 including Information and Communication Technologies (ICT) learning, Industry – Institute Interactions, Faculty Development Programs(FDP), Research activities, and Academic Audit.

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5. The number of students placed through campus drive in the academic year 2017-18 was presented by the Placement officer. Placement willing students bagged many offers in Top MNCs with good salary packages. Training and placement cell's efforts are appreciated by the members. Industry interactions can help further improvements in future.

6. It was proposed to initiate Green measures in planting trees and maintenance in the campus.It was suggested to conduct Green measures appraisal on regular basis in order to spread the environment consciousness among all the stake holders and also to make the campus eco-friendly.

7. Various activities such as arranging workshops on IPR, writing research proposals are planned. It is also decided to focus on various funding agencies for major research grants. Final year students will be promoted to apply for granting patents, writing the research works and publish in reputed journals.

8. Meeting ended with concluding remarks by the Principal. IQAC Coordinator recorded the minutes.

Principal

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Internal Quality Assurance Cell (IQAC)

Minutes of meeting held on 8th January 2018

Agenda:

1. Training students for competitive exams.
2. Campus beautification and infrastructure
3. Online student feedback.
4. Submission of AQAR

Members present: 16

The following points were discussed in the meeting:

1. Principal welcomed all the members of IQAC. Members confirmed the minutes of last IQAC meeting held.

2. It was discussed to formulate and implement training classes for students to participate in the competitive exams like GATE, CAT etc.Principal suggested that Extension service involving cost effective coaching classes to encourage students to appear for competitive exams could be organized.

3. A discussion was started in the meeting that student should get more practice for appearing in technical aptitude testand soft skills also.

4. It was resolved to prepare a detailed proposal for infrastructure development in different departments. The IQAC members and head of departments would undertake the visit to the departments and assess current facilities as well as future requirements considering the upcoming NAAC visit.

5. Campus infrastructure modernization would also be suggested. Principal suggested to have beautification works for all buildings with in the campus with the involvement of department concern.

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6. An online portal for obtaining feedback of all the even semester students was developed by computer science department and updated the same to all the department heads.

7. The feedback received is being compiled by IQAC in association with computer science department

8. The annual quality assurance report covering the period 1st July 2017 to 30th June 2018 is reviewed and verified under the supervision of IQAC coordinator and head of the departments.

9. Meeting ended with concluding remarks by the Principal. IQAC Coordinator recorded the minutes.

Principal

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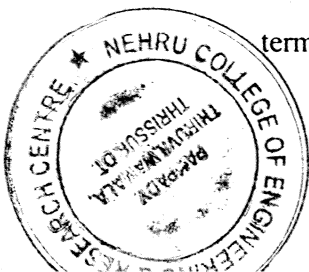
Minutes of meeting held on 10th November 2017

Agenda:

1. Research funds from AICTE, DST, DRDO etc.
2. Status of patenting.
3. Academic and industrial collaboration.
4. Discussion on NAAC activities.

Members present: 15

The following points were discussed in the meeting:

1. Principal welcomed all members of IQAC. The last IQAC meeting minutes and action taken were reviewed.

2. IQAC coordinator urged that the focus should be on three main aspects of teaching, research and outreach programs. In the production of knowledge, research components should be well highlighted. There are many agencies like AICTE, DST, DRDO that funds research projects.

3. Principal gave instructions to the head of all departments to form a senior core team to formulate the procedure for applying research funds from various agencies.

4. IQAC noted satisfaction on gradual rise in patent application by the students. It was resolved that a meeting of patent applicants may be called to facilitate them. It was also resolved that a meeting of teachers interested in patenting may be held and awareness may be given on the occasion.

5. Resolved to convene a meeting of Centre of academic and industrial collaboration. Also resolved to examine the possibilities for student skill enhancement through short term training and internship programs.
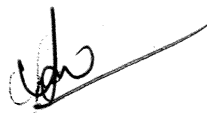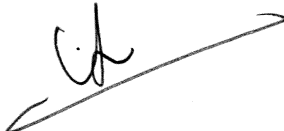
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6. The IQAC coordinator suggested the need for training on software applications like SAP. The Centre to examine areas for action in this regard.

7. It was discussed to concentrate on NAAC activities. Apart from criteria documents it was discussed about alumni coordination, academic audit, PTA, student satisfaction survey, parent satisfaction survey, infrastructure development, workshops on research outcome, waste management and e-waste management etc.

8. A sub-committee will be formed for documentation and uploading the above mentioned files

9. Meeting ended with concluding remarks by the Principal.

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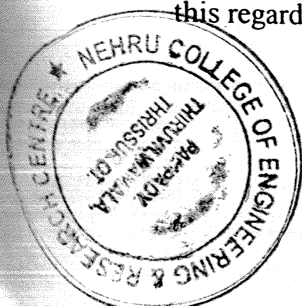## Minutes of meeting held on 9th August 2017

Agenda:

1. Recomposition of IQAC 2017-18.
2. Formation of NAAC working committee
3. Strengthening of MOOC
4. ICT enabled teaching learning.
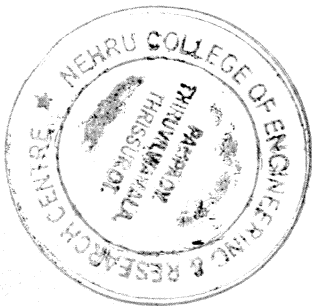5. Creation of E-Courses and E-Contents

Members present: 17

The following points were discussed in the meeting:

1. Principal welcomed the new members of IQAC. The restructured composition of IQAC was presented.

2. The action taken report on the decisions of previous academic year meeting was presented.

3. A separate working committee to coordinate NAAC criteria on documentation and support services to be formed. IQAC conducted extensive discussions in this regard and resolved to constitute the NAAC working committee including members of IQAC

4. It was discussed to make available necessary academic and physical infrastructure to adopt MOOC courses and assign new course coordinators to support the students in this regard

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5. Principal suggested that, each department should make it mandatory that at least one among the extra departmental activities must be from MOOC.

6. The action plan for the academic year 2017-18 including Information and Communication Technologies learning was presented. Coordinator elaborated that academic results are improved compared to previous year and further improvement can be done by using ICT facility, handwritten notes, NPTEL facility etc.

7. Principal recommended a policy should be prepared to enhance use of ICT tools in teaching learning.

8. It is resolved to upload the e-content of faculties from different departments. A committee consists of department heads and senior professors is entrusted to work out the ways and means to encourage teachers to develop e-contents and e-courses for various subjects.

9. Meeting ended with concluding remarks by the Principal. IQAC Coordinator recorded the minutes.

Principal

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Internal Quality Assurance Cell (IQAC)

Minutes of meeting held on 20th March 2017

Agenda:

1. Organizing seminar/workshop for students.
2. Academic Audit
3. AQAR(2016-17) review
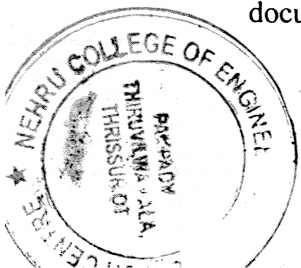4. IPR cell activity.

Members present: 17

The following points were discussed in the meeting:

1. Principal welcomed all the members for the meeting.

2. Department wise students committee as well as faculty committee was set up to organize seminar and workshops for the benefit of students.

3. Principal reminded to conduct regular meetings of each department head, faculties and selected students regarding the smooth functioning of seminars and workshops. Apart from participants from outside colleges, it was decided to give more chance to internal participants for their improvement

4. The previous academic audit feedback were reviewed and based on that it was discussed to concentrate on different files updation for the entire academic year. Syllabus completion status need to be maintained including laboratories along with sample documents.

5. All the IQAC members and head of the departments are asked to conduct an internal mock review inside the department before the external visit. Each and every documents should be verified according to the set checklist.

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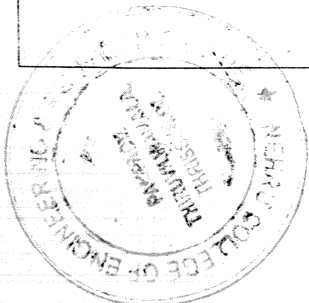Pampady Thiruvilwamala Thrissur Dt
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ACTION TAKEN REPORT OF IQAC (2017-18)

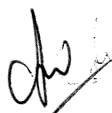| PLAN OF ACTION	ACTION TAKEN
Strengthening of MOOC	A new MOOC courses coordinator has been assigned to support the students and arranging necessary academic and physical infrastructure.
Strengthening of ICT enabled teaching learning	Strengthened ICT enabled teaching by implementing the policy enhancing with ICT tools, handwritten notes, NPTEL facility etc.
Creation of E-Courses and E-Contents	A committee consists of department heads and senior professors are formed to encourage teachers to develop e-contents and e-courses for various subjects.
Preparation of AQAR for the academic year 2015-16	AQAR for the academic year 2015-16 were prepared and verified.
Strengthening department association.	Inaugurated association of each department separately and Organized seminars and other technical activities in the name of department association.
Participation of students in various technical events.	IQAC motivated the students and students have participated in various technical events in and around the institution.
Academic and industrial collaboration.	The Centre of academic and industrial collaboration are resolved to examine the possibilities for student skill

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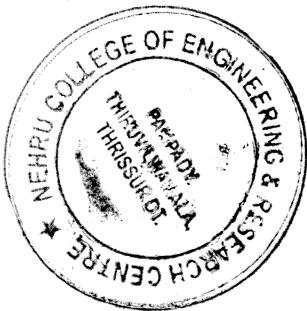|	enhancement through short term training and internship programs.
Strengthening EDC cell activities	Conducted various Entrepreneurship develop... programs for the betterment of students.
Promoting Extension activities under the program of NSS	Promoted NSS activities and conducted more extracurricular activities under NSS club.
Status of patenting	IQAC noted satisfaction on gradual rise in patent application by the students. A meeting of patent applicants was conducted facilitate them.
Organizing Annual technical event NSITE.	Organized annual technical event NSITE. Behalf of this technical fest, various technical events and project expo programs were conducted for the students.
Conducting Internal and external academic audit.	Conducted Internal and external academic audit and verified all the audit report.
Updating Online student feedback.	An online portal for obtaining feedback of all the even semester students was developed by computer science department and updated the same to all the department heads.
Analysis and verification of AQAR 2017-18	Analyzed and verified the report of AQAR 2017-18 and corrections were cleared

Improving On-campus placement	Improved campus placement activities by conducting programs such as soft skill training, group discussion practice, personal interview practice session, aptitude training for our students
Campus beautification and infrastructure	The beautification works for all buildings with in the campus has been completed with the involvement of department concern.
Training students for competitive exams.	The training classes were implemented for students to participate in the competitive exams like GATE, CAT etc.

Principal

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6. All the seven Criteria heads along with department coordinators presented the details ofprepared AQAR for the academic year 2016-17.It was analyzed and areas of improvement for each department presentations are monitored. The observations and suggestions for improvement are taken by all criterion heads.

7. The IPR cell coordinator briefly explained about IPR cell activities of current semester. He narrated that, along with teaching and extension activities, an educational institution needs to encourage creativity, research and provide conductive environment through.

8. Meeting ended with concluding remarks by the Principal. IQAC Coordinator recorded the minutes.

Principal

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Since 1968

Internal Quality Assurance Cell (IQAC)

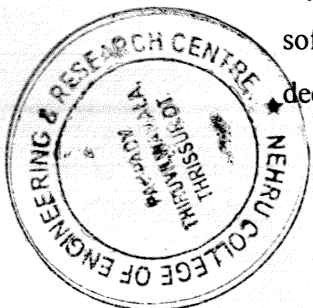### Minutes of meeting held on 16th January 2017

Agenda:

1. Review of Academic results and student's feedback
2. Data updating in icampuz software
3. Resources and infra structure requirement
4. Review of placement of students

Members present: 15

The following points were discussed in the meeting:

1. Principal welcomed all the members for the meeting and she started the meeting with a silent prayer.

2. The even semester KTU results of different departments were reviewed and based on that suggestions were asked from the head of departments for the improvement of academic results.

3. It was resolved to request the department coordinators to take necessary measures on collecting the feedback from the stakeholders like students, parents, employers and alumni.

4. The Principal addressed all heads of departments to take initiatives for improving faculty performance in teaching learning process. It was decided to update the students details including results in to the online software icampuz.

5. IQAC coordinator suggested to upload the study materials and lecture videos in that software so that students can access the same using their individual user id. Also decided that the hole campus is to be maintained with high speed wi-fi setup.
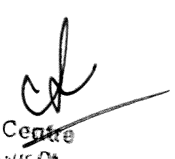
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6. Principal asked the head of departments to submit the department wiseinfrastructure and resource requirement for the smooth functioning of upcoming academic year.

7. It was resolved to prepare the students for participating different soft skill training and aptitude classes. It will be very useful for the students to get placed in reputed MNCs. Class advisors and corresponding heads of departments will take appreciate actions.

8. Meeting ended with concluding remarks by the Principal. IQAC Coordinator recorded the minutes.

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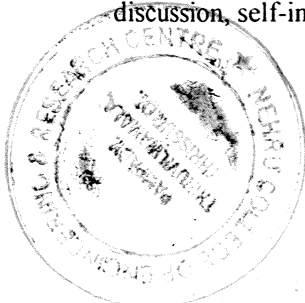
Minutes of meeting held on 8th August 2016

Agenda:

1. Re-composition of IQAC 2016-17.
2. Infosys campus connect
3. Placement activities
4. CO and PO attainment
5. Internal and External academic audit.

Members present: 16

The following points were discussed in the meeting:

1. Principal welcomed the new members of IQAC. The restructured composition of IQAC was presented.

2. The action taken report on the decisions of previous academic year meeting was presented.

3. Principal nominated two faculties from computer science department to attend faculty enablement program at Infosys campus as part of advancing the campus to FP4.0 level.

4. IQAC discussed the current status of placement activities and members suggested to concentrate in aptitude training for the pre-final year students.

5. It was decided to conduct mock tests of different MNCs for the final year students to be prepared for the recruitment procedures of technical and general aptitude test, group discussion, self-introduction etc.

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6. IQAC coordinator presented the manual and time lines for the assessment cycle. At the beginning of every semester Course Outcomes, Programmed Outcomes and CO-PO mappings should be discussed at the department level. And the attainment level can be calculated at the end of the semester.

7. Principal gave the brief idea about each and every point in the academic audit manual and based on that it was decided to form a checklist for the internal audit.

8. The internal academic audit schedule has been prepared with the approval of Principal. A team comprising members from each department was formulated to conduct the internal audit.

9. It was decided to prepare for the KTU external audit based on the feedback collected from the internal auditors.

10. Meeting ended with concluding remarks by the Principal. IQAC Coordinator recorded the minutes.

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Internal Quality Assurance Cell (IQAC)

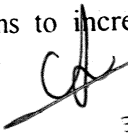### Minutes of meeting held on 14th November 2016

Agenda:

1. Academic matters
2. Department-wiseSWOT analysis
3. Stock verification
4. Mentorship and student progression
5. Preparation for AQAR 2016-17.

Members present: 17

The following points were discussed in the meeting:

1. Principal welcomed all the members for the meeting

2. The academic performance of students was discussed with comparison of previous university results. It was decided to monitor the regularity of lectures, tutorials and practical sessions of different subjects.

3. Coordinator suggested to strengthen the use of teaching aids such as projectors, computers, smart class rooms etc and asked to concentrate on encouragement of questioning and queries in classrooms.

4. Inputs from Library staff was taken to find the gap between their existing knowledge and new technology updated.

5. It was decided to update the SWOT analysis of every departments and all the head of departments are asked to submit the suggestions to increase the strength of the department.

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6. It was discussed to prepare a time schedule for the smooth verification of stock registers in different departments. The previous stock verification status was reviewed and a common template was sent to department coordinators

7. It was decided with the permission of chair to verify the mentorship registers of different batches, wherein each teacher would be given a set of students to mentor.

8. All the Heads and members were asked to be prepared for the yearly report of NAAC AQAR well in advance so that it will be easy to do the corrections required by reviewing all the seven criteria.

9. Meeting ended at 12:30pm with concluding remarks by the Principal. IQAC Coordinator recorded the minutes.

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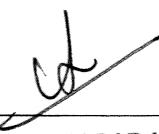### (Approved by AICTE, Affiliated to APJ Abdul Kalam Technological University, Kerala)

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ACTION TAKEN REPORT OF IQAC (2016-17)

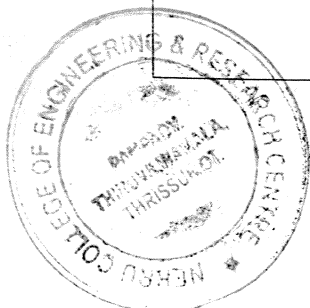| PLAN OF ACTION	ACTION TAKEN
Attending Faculty enablement programs.	Two faculties from computer science department were nominated and then attended faculty enablement program at Infosys campus as part of advancing the campus to FP4.0 level.
Strengthening placement activities.	Strengthened Industry-Institute Interaction activities and formed MOUs with various organizations.
Conducting mock test for final year students.	Conducted mock tests of different MNCs for the final year students for the recruitment procedures of technical and general aptitude test, group discussion, self-introduction etc.
Verification of CO-PO attainment.	The Course Outcome, Programmed Outcomes and CO-PO mappings are verified at the department level with the help of senior professors.
Conducting Internal academic audit.	Conducted Internal academic audit and verified all the audit report. Preparation started for the KTU external audit based on the feedback collected from the internal auditors.
Strengthening the use of ICT facilities	Faculties started using the teaching aids such as projectors, computers, smart class

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	rooms etc at the institution.
Updating SWOT analysis	The SWOT analysis of every departments are updated and the suggestions to increase the strength of the department has been recorded.
Conducting Stock verification	Physical stock verification has been conducted in different departments and it is recorded in common template.
Data updating in online software Icampuz.	Students details are updated and the study materials and lecture videos are uploaded and students are accessing it.
Organizing soft skill training and aptitude classes	Different soft skill training and aptitude classes were conducted for the students to get placed in reputed MNCs
Organizing Annual technical event NSITE.	Organized annual technical event NSITE. Behalf of this technical fest, various technical events and project expo programs were conducted for the students.
Organizing seminar and workshop for students.	Conducted various seminars and workshops for students with internal participants as well as external participants.
Conducting External academic audit	KTU academic audit were conducted. An internal mock review inside each department were conducted before the external visit.

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Analysis and verification of AQAR 2016-17	Analyzed and verified the report of AQAR 2016-17 and corrections were cleared
Strengthening of III cell activities.	Strengthened Industry-Institute Interaction activities and formed MOUs with various organizations.
Organizing inter collegiate games and sport events.	Organized inter collegiate games and sport events.
Conducting Green audit	Conducted Green audit by conducting various programs.

Principal

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Internal Quality Assurance Cell (IQAC)

Minutes of meeting held on 24th March 2016

Agenda:

1. External academic audit.
2. Improving teaching learning skills for the faculties.
3. Enhancement of research activities
4. Analysis of AQAR 2015-16
5. Improving On-campus placement

Members present: 17

The following points were discussed in the meeting:

1. Principal welcomed all the members for the meeting.

2. Principal reminded here, to take follow up of external academic audit from KTU and then it is decided to work on feedback of the previous audit so as to improve overall academic and administrative activities.

3. The IQAC coordinator raised the point about strengthen the activities related to teaching learning enhancement. All the committee members and head of departments are agreed to conduct various faculty and staff development programs.

4. All departments are planned to conduct workshops on IPR. It was decided to file the patents in the coming academic session. It was also decided to encourage the faculties to apply for various research agencies for funding and also for publications of research articles in reputed journals.

5. A brief AQAR of 2015-16 is analyzed and areas of improvement for departments are discussed. The observations and suggestions for improvement are taken by all criterion heads.

6. Various activities such as arranging workshops on IPR, writing research proposals are planned. It is also decided to focus on various funding agencies for major research grants.

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Final year students will be promoted to apply for granting patents, writing the research works and publish in reputed journals.

7. For the improvement of campus placement, various activities such as soft skill training, group discussion practice, personal interview practice session, sessions for higher studies like GATE, CAT, GRE, GMAT etc are proposed to conduct for our students

8. It was also suggested to conduct a job fair in the campus. All the heads of department are advised to encourage the students to participate in various placement training activities.

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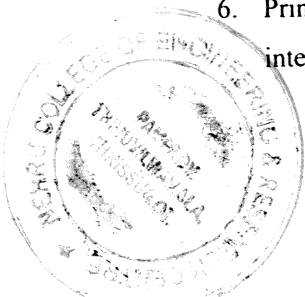
### Minutes of meeting held on 4th January 2016

Agenda:

1. Academic activities
2. Organizing alumni meet
3. Promoting research culture and policies
4. NSS activities.
5. Annual technical event NSITE.

Members present: 15

The following points were discussed in the meeting:

1. Principal welcomed all the members for the meeting and she started the meeting with a silent prayer.

2. It was decided to formulate a question paper scrutiny committee which should include senior professors of different departments. All are advised to form the internal exam question papers by following the bloom taxonomy.

3. Principal appreciated all the head of departments for the betterment of students' previous university results. She also suggested conducting special classes for the students who are academically slower.

4. The coordinator point out that in addition to the academic feedback taken from students, parents and employers, alumni interaction is equally important.

5. The teams suggested with the permission of chair to collect the alumni feedback and to organize alumni meet.

6. Principal suggested that research culture should inculcate in academics and industry-institute interaction is to be strengthened.

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7. The coordinator suggested that the academic policies are need to be revised and related activities definitely promoting research culture.

8. The chairperson decided to conduct various NSS activities in near future namely tree plantation, blood donation camp and road safety program on the basis of suggestion for all the committee members.

9. Annual technical event 'NSITE' is conducted every year. For the next event 'NSITE' it is discussed in the meeting to invite students of all other institutions from Kerala to provide the exposure and build a bond between institutes. Overall it is decided to make a grand technical event.

10. Meeting ended with concluding remarks by the Principal. IQAC Coordinator recorded the minutes.

Principal

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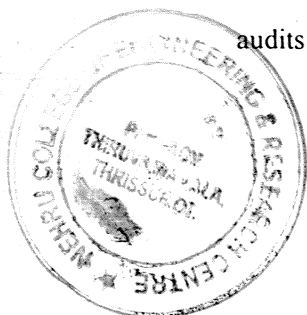
Minutes of meeting held on 16th November 2015

Agenda:

1. Strengthening of department association
2. Student's participation in technical events.
3. Academic and administrative performance
4. Activities of EDC cell
5. Extension activities under the program of NSS

Members present: 17

The following points were discussed in the meeting:

1. Principal welcomed all the members for the meeting at 11:40am

2. The principal discussed the various aspects of strengthening of all department association and related activities to promote students participation in different technical events.

3. Chairperson and coordinator proposed to organize different national and international conferences in every department so that students can explore their knowledge in different platforms.

4. In order to improve the academic as well as administrative performance of the institution, the IQAC members discussed in depth the current status of academics, administrative procedure and student activities.

5. The IQAC members decided for conducting the internal academic as well as administrative audits of all the departments.
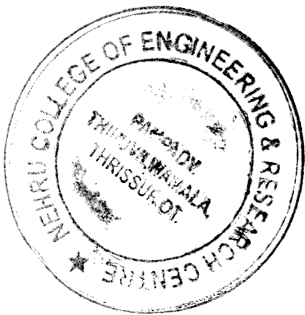
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6. Prof.Radhakrishnan suggested taking lead initiatives to promote innovation in student's project and their Entrepreneurship. IQAC committee recommended to start activities under Entrepreneurship Development cell to promote students innovative ideas.

7. Principal suggested to organizing more extracurricular activities under NSS club. Principal also appreciated the NSS coordinator for the previous achievements.

8. Meeting ended at 12:30pm with concluding remarks by the Principal. IQAC Coordinator recorded the minutes.

Principal

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ACTION TAKEN REPORT OF IQAC (2015-16)

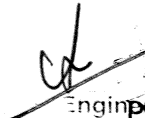| PLAN OF ACTION	ACTION TAKEN
Formation of E-governance in academics for the academic year 2015-16	Formed online software's for maintai library database, students as well as faculties data's and activities
Strengthening of Industry-Institute Interaction activities.	Strengthened Industry-Institute Interaction activities and formed MOUs with various organizations.
Introducing Eco-friendly measures include steps to reduce consumption of electrical energy	Conducted Green audit by conducting various programs and reduced the consumption of electrical energy l margin.
Preparation of AQAR for the academic year 2015-16	AQAR for the academic year 2015-16 were prepared and verified.
Strengthening department association.	Inaugurated association of each department separately and Organized seminars and other technical activities in the name of department association.
Participation of students in various technical events.	IQAC motivated the students students have participated in various technical events in and around the institution.
Monitoring academic and administrative performance.	Conducted internal academic and administrative audit and monitored all the activities of academic as well as administrative performance.
Strengthening EDC cell activities	Conducted various Entrepreneur p

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	development programs for the betterment of students.
Promoting Extension activities under the program of NSS	Promoted NSS activities and conducted more extracurricular activities under NSS club
Organizing workshops and seminars in various subjects	Organized workshops and seminars in various subjects.
Organizing Annual technical event NSITE.	Organized annual technical event NSITE. Behalf of this technical fest, various technical events and project expo programs were conducted for the students.
Conducting Internal and external academic audit.	Conducted Internal and external academic audit and verified all the audit report.
Improving teaching learning skills for the faculties.	Conducted faculty development programs for improving teaching learning skills for the faculties.
Analysis and verification of AQAR 2015-16	Analyzed and verified the report of AQAR 2015-16 and corrections were cleared
Improving On-campus placement	Improved campus placement activities by conducting programs such as soft skill training, group discussion practice, personal interview practice session, aptitude training for our students

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Internal Quality Assurance Cell (IQAC)

Minutes of meeting held on 11th August 2015

Agenda:

1. Recomposition of IQAC 2015-16.
2. E-Governance in academics for academics reforms.
3. Industry-Institute Interaction through membership and MOUs
4. Eco-friendly measures include steps to reduce consumption of electrical energy.
5. NAAC AQAR preparation for the academic year 2015-16
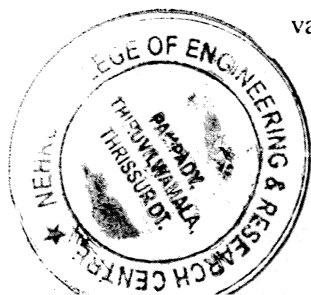
Members present: 16

The following points were discussed in the meeting:

1. Principal welcomed the new members of IQAC. The restructured composition of IQAC was presented.

2. The coordinator emphasized on digitization to improve the student's database such as attendance, mark statements, achievements, training, placements and other activity records. IQAC committee members supported the views of the above regarding the need of digitization required for integrating all academic and administrative activities.

3. IQAC committee recommended for continuing institutional membership with professional bodies. Committee also suggested exploring the possibilities of MOUs with various organizations.

4. IQAC members recommended increasing the frequency of industrial visits, expert's lectures, and industrial exposure training from industry persons, membership and MOUs to explore the various practical aspects of industrial development to the students.

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5. It was suggested to take review on status of eco-friendly measure already taken in campus in order to reduce consumption of electrical energy, where incandescent light bulbs and fluorescent tube-lights are to be replaced by cost effective, high efficient LEDs.

6. Templates of NAAC AQAR have been explained by the chairman to all the members and are asked to start the preparation work for the yearly report well in advance. Chairman also intimated the review status of NAAC peer members visit to the college.

7. Meeting ended with concluding remarks by the Principal. IQAC Coordinator recorded the minutes.

Principal

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