



## NEHRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE

(AN AUTONOMOUS INSTITUTION)

Pampady, Thiruvilwamala, Thrissur Dt., Kerala - 680588  
NBA Accredited Programmes - B.Tech CSE, B.Tech MTR, NAAC Re-accredited with 'A' Grade  
Recognized by UGC under Section 2(f) of the UGC Act, 1956, ISO 9001:2015 Certified  
Approved by AICTE, Affiliated to APJ Abdul Kalam Technological University



### MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL 42<sup>nd</sup> IQAC MEETING

AC.YR. 2024-25

**Date:** 29.01.2025

**Time:** 11:30 AM – 12:30 PM

**Venue:** IQAC Director Room

#### Members Present:

1. Dr. Mredhula L, Prof. & Head, Dept. of ECE, NCERC – IQAC Director
2. Mr. Vysak Valsan, Asst. Prof., Dept. of ECE, NCERC – IQAC Coordinator
3. Mr. Vinodh R, Asst. Prof., Dept. of MTR, NCERC – Faculty Representative & IQAC Dept. Coordinator
4. Mr. Sudhesh S S, Asst. Prof., Dept. of ME, NCERC – For Faculty Representative & IQAC Dept. Coordinator
5. Mr. Maheswaran K, Asst. Prof., Dept. of EEE, NCERC – Faculty Representative & IQAC Dept. Coordinator

#### Agenda:

1. Question Paper Setting for Even Semester 2024-25
2. Approval of 41<sup>st</sup> Meeting ATR
3. Any other Matter

The meeting began at 11:00 AM. Dr. Mredhula L, Director-IQAC welcomed all the members of IQAC.

#### Minutes of the Meeting:

- The procedure for collecting question papers for series exams has been modified.
- Instead of collecting two sets of question papers for both Series 1 and Series 2 one week before Series 1, the collection pattern has been updated as follows:
  - Two sets of question papers for Series 1 will be collected one week before Series 1.
  - Two sets of question papers for Series 2 will be collected one week before Series 2.



INTERNAL QUALITY ASSURANCE CELL – NCERC  
42<sup>nd</sup> Meeting Minutes  
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- For common question papers, only two sets are required.
- Staff members responsible for setting and scrutinizing the question papers have been identified.
- The scrutiny forms must be submitted to IQAC as usual.
- For the Autonomous batch (B.Tech S2), question paper setting will be done via Linways Software.
- The identified question paper setters will also serve as scrutiny members for the respective subjects.
- Scrutiny forms for the autonomous batch must also be submitted to IQAC.
- The Taken Report (ATR) from the 41st meeting was reviewed and submitted to Principal for final approval.

Meeting concluded with a vote of thanks from the Director, IQAC at 12:30 PM.

  
Director, IQAC



  
Principal



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