



NEHRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE

(AN AUTONOMOUS INSTITUTION)

Pampady, Thiruvilwamala, Thrissur Dist, Kerala - 680588
NBA Accredited Programmes - B.Tech(CSE), B.Tech(MTR) NAAC 'B' 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 43rd IQAC MEETING

AC.YR. 2024-25

Date: 02.05.2025

Time: 10:30 AM – 11:30 AM

Venue: Board Room, Aryabhatta Block

Members Present:

1. Dr. K G Viswanadhan
Principal, NCERC
Chairman
2. Dr. Mredhula L
Professor & Head, Dept. of ECE, NCERC
IQAC Director
3. Ms. Rajeenamol P T
Assistant Professor, Dept. of EEE, NCERC
NBA & NAAC Coordinator
4. Mr. Vysak Valsan
Assistant Professor, Dept. of ECE, NCERC
IQAC Coordinator
5. Ms. Silja Varghese
Assistant Professor, Dept. of CSE, NCERC
Faculty Representative & IQAC Dept. Coordinator
6. Mr. Pramod K
Assistant Professor, Dept. of MCA, NCERC
Faculty Representative & IQAC Dept. Coordinator
7. Ms. Anooja B
Assistant Professor, Dept. of ECE, NCERC
Faculty Representative & IQAC Dept. Coordinator
8. Mr. Vinod R
Assistant Professor, Dept. of MTR, NCERC
Faculty Representative & IQAC Dept. Coordinator
9. Ms. Sajitha A S
Assistant Professor, Dept. of CSE, NCERC
Faculty Representative & IQAC Dept. Coordinator
10. Ms. Dhanya Nair
Assistant Professor, Dept. of MBA, NCERC
Faculty Representative & IQAC Dept. Coordinator



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11. Mr. Rakesh P R
Assistant Professor, Dept. of MR, NCERC
Faculty Representative & IQAC Dept. Coordinator
12. Mr. Maheswaran K
Assistant Professor, Dept. of EEE, NCERC
Faculty Representative & IQAC Dept. Coordinator
13. Ms. Anitha P
Assistant Professor, Dept. of Applied Science, NCERC
Faculty Representative & IQAC Dept. Coordinator

Agenda:

1. Review of First Internal Audit in Even Semester 2024–2025 and Schedule for Second Internal Audit
2. Readiness for AAA Audit (external audit) by Nehru Group of Institutions
3. Readiness for NBA Compliance Visit for B. Tech CSE and B. Tech MTR
4. Review of the SAR Preparation Process for B. Tech ECE, MBA, and MCA

The meeting began at 10:30 AM. Dr. Mredhula L, Director-IQAC welcomed all the members of IQAC.

Minutes of the Meeting:

1. Review of First Internal Audit and Schedule for Second Internal Audit:

- The IQAC reviewed the findings and compliance reports from the first internal audit for the Even Semester 2024–2025.
- Observations related to documentation, outcome attainment, and file completeness were discussed.
- All departments were advised to address non-compliances and submit evidence of action taken.
- The **Second Internal Audit** has been scheduled tentatively in the **First Week of May 2025**. IQAC will circulate the detailed audit schedule shortly.
- Audit teams will be reconstituted with cross-departmental faculty as auditors.

2. Readiness for AAA Audit (External):

- The committee discussed the preparation required for the **Academic and Administrative Audit (AAA)** to be conducted by peer faculty from other NGI institutions.
- Departments were instructed to update documentation in the following areas:
 - Academic files
 - Department performance reports
 - Faculty portfolios
 - Stakeholder feedback analysis



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- The audit is expected in the **second week of May 2025**. Preparatory meetings will be conducted beforehand.

3. Readiness for NBA Compliance Visit – B. Tech CSE and B. Tech MTR:

- The NBA & NAAC Coordinator, Ms. Rajeenamol P T, presented the current status of compliance documentation for B. Tech CSE and B. Tech MTR.
- NBA visit is expected by **June 2025**, and all faculty are required to complete Course Files, CO-PO mapping, and Outcome Attainment records accordingly.
- Departments must ensure that lab manuals, project files, student work, and internal assessments are well-organized.
- Faculty were reminded to keep evidence of innovative teaching methods, mentoring logs, and industry interaction records.

4. Review of SAR Preparation for B. Tech ECE, MBA, and MCA:

- The committee reviewed the **Self-Assessment Report (SAR)** preparation progress.
- B. Tech ECE: Draft SAR is underway; faculty were instructed to complete department-level metrics and PO attainment
- MBA & MCA: IQAC requested the respective department coordinators to ensure submission of data templates, faculty publications, and student progression metrics as per NBA format.
- All three programs must follow the standard NBA SAR templates.

General Remarks:

- The Chairman, **Dr. K G Viswanadhan**, appreciated the ongoing efforts of all department representatives and emphasized timely and coordinated documentation.

The meeting concluded with a vote of thanks from the Director, IQAC at 11:30 AM.

*My for
Dr. met
Director, IQAC*



Prathman
Principal



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