MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL
46th IQAC MEETING
AC.YR. 2026-27

Date: 05 NOV 2026
Time: 06:30 PM – 7:30 PM
ONLINE MODE: https://meet.google.com/uaf-saue-cbm

Members Present:

Dr. Anoop K J, Principal, NCERC
Chairman

Dr. Mredhula L
Professor, Dept. of ECE, NCERC
IQAC Director

Dr.Sudheer Marar
Dean Academics, Prof& HoD , MCA

Dr.Sobha Manakkal
Professor & HoD, EEE, NCERC

Dr.KrishnaKumar T P
Professor & HoD, MBA, NCERC

Dr.Geetha Ramdas
Professor & HoD, MTR, NCERC

Dr.Ramani.K
Dean & HoD, CSE, NCERC

Dr.Anuja K
Assistant Professor & HoD, CSE(AIML), NCERC

Dr.Benny Paul
Professor & HoD, ME

Dr.Jalaja K
Professor & HoD, AS

Dr.Ajay V G
Professor & HoD, ECE

Dr.Rammohan
COE, NCERC

Mr.Srinivasan
Management representative

Ms.Bindu Krishnakumar
Campus Manager

Ms.Deepamol P S
Assistant Professor, Dept. of AS, NCERC
Faculty Representative & IQAC Dept. Coordinator

Ms. Sameema I
Assistant Professor, Dept. of CSE, NCERC
Faculty Representative & IQAC Dept. Coordinator

Dr. Divya P
Assistant Professor, Dept. of MCA, NCERC
Faculty Representative & IQAC Dept. Coordinator

Ms. Anooja B
Assistant Professor, Dept. of ECE, NCERC
Faculty Representative & IQAC Dept. Coordinator

Dr. Vinod R
Assistant Professor, Dept. of MTR, NCERC
Faculty Representative & IQAC Dept. Coordinator

Ms. Denna Paul, Assistant Professor, Dept. of AIML, NCERC
Faculty Representative & IQAC Dept. Coordinator

Ms. Malavika L
Assistant Professor, Dept. of MBA, NCERC
Faculty Representative & IQAC Dept. Coordinator

Ms. Saranya Nair,Assistant Professor, Dept. of EEE, NCERC
Faculty Representative & IQAC Dept. Coordinator

Dr. Sudheesh S
Assistant Professor, Dept. of ME, NCERC
Faculty Representative & IQAC Dept. Coordinator

Mr.Dileep Cherian
Industry Expert

Ms.Sruthy
Assistant Professor,CSE
Alumni Representative

Ms.Sandra Venugopal
Final year ECE,
Student Representative

Agenda:

1. Review of the minutes and action taken report of the previous IQAC meeting.
2. Review of academic activities and progress during the current semester.
3. Review of internal academic audits and compliance with identified non-conformities.
4. Monitoring of lesson plans, mentoring records, assessment records, and other academic documentation.
5. Review of faculty development programmes, research activities, publications, and professional development initiatives.
6. Planning of skill enhancement courses, value-added courses, and activities to improve students' technical and interpersonal skills.
7. Review of student placement activities, industry–academia interaction, internships, and industry-oriented training programmes.
8. Planning of student-centric activities, including hackathons, innovation initiatives, extracurricular activities, and entrepreneurship programmes.
9. Review of institutional quality indicators, target setting, and progress monitoring across departments .
10. Review of green initiatives, sustainability practices, and other institutional quality enhancement measures.
11. Discussion on preparations for accreditation, ranking, and other quality assurance requirements.
12. Any other matter with the permission of the Chair.

Minutes of the Meeting:

1. Review of the Minutes and Action Taken Report of the Previous IQAC Meeting

The minutes of the previous IQAC meeting were presented and reviewed. The Action Taken Report (ATR) was discussed, and the progress of the decisions taken during the previous

meeting was examined. The Chairperson emphasized the need for timely implementation and proper documentation of all decisions.

2. Review of Academic Activities and Progress During the Current Semester

The academic activities conducted during the current semester were reviewed. The progress of syllabus completion, academic delivery, internal assessments, student performance, and other academic activities was discussed.

The importance of ensuring effective academic planning and monitoring of academic progress across all departments was highlighted. HoDs were advised to closely monitor the academic progress and take corrective measures wherever necessary.

3. Review of Internal Academic Audits and Compliance with Identified Non-Conformities

The status of internal academic audits conducted by IQAC was reviewed. The observations and non-conformities identified during the audits were discussed, particularly with respect to incomplete academic records and deviations from prescribed formats.

The importance of timely compliance with audit observations was emphasized. Departments were instructed to ensure that all identified deficiencies are rectified and supporting documents are maintained for verification as the second internal audit id planned for 16th and 17th of November 2026.

4. Monitoring of Lesson Plans, Mentoring Records, Assessment Records and Other Academic Documentation

The status of academic documentation was reviewed, with particular emphasis on:

- Preparation and timely uploading of lesson plans.
- Proper maintenance of mentoring records in the prescribed format.
- Regular updating of student assessment and series examination records.
- Maintenance of course files, academic registers and other supporting documents.
- Timely updating of academic information in the Linways ERP system, including the ExAT module.

The meeting emphasized that documentation should not be treated merely as a compliance requirement but as evidence of effective teaching-learning practices and continuous academic improvement.

5: Review of Faculty Development Programmes, Research Activities, Publications and Professional Development Initiatives

The Principal suggested organizing Faculty Development Programmes (FDPs) on technical tools through NCPIR to enhance the technical competencies of faculty members and familiarize them with emerging technologies and industry-relevant tools.

The need to encourage faculty members to acquire practical knowledge of advanced technical tools and incorporate them into teaching, research and project development was emphasized.

6: Planning of Skill Enhancement Courses, Value-Added Courses and Activities to Improve Students' Technical and Interpersonal Skills

The meeting discussed various initiatives to improve students' technical skills and practical competencies. The following suggestions were put forward:

1. An Arduino Workshop shall be organized to provide students with hands-on experience in embedded systems and practical electronics applications.
2. Add-on courses shall be implemented in all departments to enhance students' technical knowledge and employability skills.
3. Small, application-oriented projects shall be incorporated into the first-year syllabus to develop basic technical skills, creativity and problem-solving abilities.
4. Students in the second and third years shall be exposed to real-time projects to strengthen their practical knowledge and provide experience in solving industry-relevant problems.

The meeting emphasized the importance of introducing project-based learning at different stages of the academic programme.

7. Review of Student Placement Activities, Industry–Academia Interaction, Internships and Industry-Oriented Training Programmes

The status of student placement activities and industry interactions was reviewed. The importance of strengthening industry–academia collaboration to improve students' employability was discussed.

The meeting emphasized:

- Strengthening industry connections for internships and placement opportunities.

- Organizing expert talks and interaction sessions with industry professionals.
- Conducting industry-oriented training and certification programmes.
- Encouraging industrial visits and collaborative projects.
- Identifying leading companies for recruitment and establishing long-term industry partnerships.

The importance of setting department-wise placement targets and monitoring placement performance was highlighted.

8: Planning of Student-Centric Activities, Innovation Initiatives and Entrepreneurship Programmes

The Principal suggested establishing a Centre of Excellence in each department to promote innovation, research, technical expertise and industry-oriented learning.

It was proposed that each department explore the establishment of a Centre of Excellence based on its area of specialization, with a focus on emerging technologies, hands-on training, student projects and industry collaboration.

The meeting also discussed strengthening project development and entrepreneurship initiatives.

Further, it was suggested that TBI (Technology Business Incubator) propose a seed funding initiative for student and faculty projects with the potential to generate revenue. The projects selected for seed funding should demonstrate innovation, commercial viability and the possibility of generating returns.

9: Review of Institutional Quality Indicators, Target Setting and Progress Monitoring Across Departments

The need to establish measurable targets for departmental quality enhancement initiatives was discussed. The meeting emphasized that activities should result in tangible outcomes in terms of student competencies, innovation, research and industry engagement.

The departments were advised to focus on measurable improvements in technical skills, project development, placement readiness and research output.

10. Review of Green Initiatives, Sustainability Practices and Other Institutional Quality Enhancement Measures

The existing green initiatives and sustainability practices of the institution were reviewed. The need to strengthen environmental consciousness and promote sustainable campus practices was discussed.

The following initiatives were suggested:

- Promoting energy conservation and efficient utilization of electricity.
- Encouraging water conservation and rainwater harvesting.
- Strengthening waste segregation and proper waste management.
- Promoting plastic-free campus initiatives.
- Encouraging tree planting, campus greenery and environmental awareness programmes.
- Promoting paperless communication and digital documentation.
- Conducting awareness programmes on environmental sustainability.

The importance of maintaining proper documentation, collecting supporting evidence and periodically assessing the impact of these initiatives was highlighted.

The meeting also emphasized that sustainability initiatives should be implemented as continuous institutional practices rather than isolated activities.

11. Discussion on Preparations for Accreditation, Ranking and Other Quality Assurance Requirements

The meeting discussed the institution's preparedness for accreditation, ranking and other quality assurance requirements.

The need for systematic documentation, evidence collection and continuous monitoring of quality indicators was emphasized. Departments were advised to maintain updated records relating to teaching-learning processes, student achievements, faculty contributions, research activities, extension activities and institutional best practices.

The meeting also highlighted the importance of ensuring consistency between institutional data, departmental records and supporting documents.

12: Any Other Matter with the Permission of the Chair

<u>25th Year Silver Jubilee Celebrations</u>

The Principal shared ideas and suggestions regarding the proposed 25th Year Silver Jubilee Celebrations of NCERC. The importance of planning meaningful academic, technical, cultural and institutional activities as part of the celebrations was highlighted.

The Principal also emphasized the need for effective publicity and visibility for the Silver Jubilee celebrations. It was suggested that appropriate publicity strategies be developed to ensure wider outreach among alumni, industry partners, academic institutions, students, parents and other stakeholders.

The need to make use of digital media, institutional social media platforms, promotional materials and other communication channels to create awareness about the Silver Jubilee celebrations was discussed.

The meeting concluded with a vote of thanks by the Dr.Sudheesh S at 7.35PM.

09/11/26

Director, IQAC

Principal

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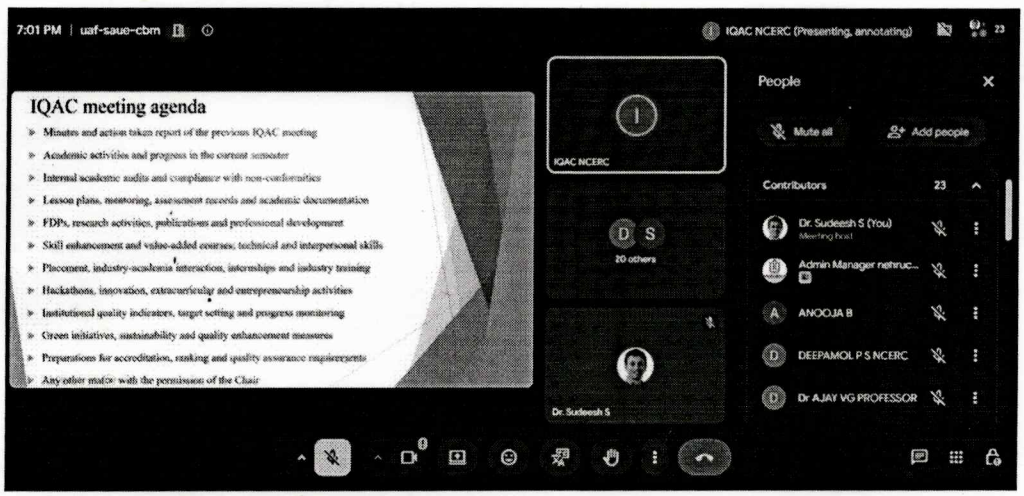



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