

Certified that this register contains 1 to 168
machine numbered pages

Jayal
principal



Meeting of IQAC held on 26/11/19

Venue: conference hall Time: 11.30 am

Agenda:

1. SI Result analysis
2. NBA accreditation

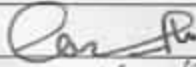
Members present:

1. Prof. Dr. N.K. Narayanan
2. Dr. C. Srekanth
3. Mr. Pradeep TS
4. Lalji lysiac
5. Shanavas K P
6. Vijina V V
7. Nithya A K
8. Raja lakshmi
9. Shibili.T.

Discussions and decisions

Analyzed SI Result and decided to conduct remedial classes for the subjects Eng. Mechanics, Eng Physics, Calculus and Introduction to computing and problem solving.

The essential and desirable parameters for the NBA prequalifiers for the applying departments (CE, CSE and EEE) is discussed


IQAC co-ordinator


Principal

Action taken

1. Shanavas K.P is assigned ^{task to} prepare remedial class schedule
2. decided to inform the status of NBA accreditation process to CAPE for further action.



Meeting of IQAC members and HOD's held on 2/9/19

Venue: Conference hall Time: 12 pm

Agenda

1. Reconstitution of IQAC

Members present

1. Prof Dr. N.K. Arayanan
2. Dr. Smitha CK
3. Dr. Sujith S
4. Mr Shibili T.
5. Shanavas K P
6. Dhanya V
7. Vijitha V V
8. Prappan Premnath
9. Dr. C. Sreekanth

Decisions

1. Decided to reconstitute IQAC including senior faculty from each department as institution members.

IQAC co-ordinator

Principal

Action taken

1. IQAC has been reconstituted with including following institution members from institution

1. Dr. Smitha CK (ET dept)	7. Ms Deep R (MLA dept)
2. Mr Shibili T (CS dept)	8. Mr. Govindan T (A-O)
3. Mr. Shanavas KP (ME dept)	9. Dr. C. Sreekanth, HOD/EEE
4. Ms. Nilmya AK (IT dept)	
5. Mr. Vijitha VV (CE dept)	
6. Mr. Syamsh KG (EC dept)	



College of Engineering Vadakara
Mandathur P. O. Vadakara, Kerala
(An Institution accredited by NAAC with 'B+' Grade)

Date: 05/9/2019

ORDER

The IQAC has been reconstituted with the following members with effect from 05/9/2019.

Members;

1. Dr. R. S. Sukumar, Director, CAPE
2. Dr. N.K. Narayanan, Principal (Chairperson)
3. Dr. C. Sreekanth, Associate Professor & Head / EEE (Coordinator)
4. Dr. Smitha C.K., Associate Professor / EIE
5. Mr. Shanavas K.P., Assistant Professor / ME
6. Ms. Shibili T., Assistant Professor / CSE
7. Ms. Nithya A.K., Assistant Professor / IT
8. Ms. Vijina V.V., Assistant Professor & Head / CE
9. Mr. Syamesh K.G., Assistant Professor / ECE
10. Ms. Deepa R., Assistant Professor / MCA
11. Mr. Govinda T., Administrative Officer
12. Ms. Pratha P., Student, Maniyur College, Perinth
13. Mr. Vamin A, Chairman, College Union
14. Mr. Shammes M.K., Alumni
15. Mr. Rameshan Paleri, Industrialist
16. Dr. Kumariyel S., NIT Calicut. (IEEE Malabar Hub Secretary)

PRINCIPAL

Copy to all Members

Meeting of IQAC members & HODs:

Date: 26-9-2019

Venue: Conference Hall

Time: 2.45 P.M

Agenda:

- Execution of Internal Audit (Phase I)
- Finalising Internal Audit Dates
- Members for Internal Audit
- Discussion & Finalization of Common Format for CO - PO Attainment Calculation.

Members Present:

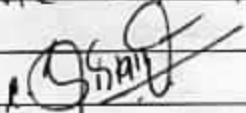
1. Dr. N. K. Narayanan, Principal APV
2. Dr. C. Sreekanth, Asso. Prof./CEE Ja.
3. Mr. Shanavas K. P, A.P./M.E VJ
4. Dr. Sujith, A.P./A.S (HOD) P
5. Ms. Sithara E. P, A.P./CSE (HOD) Suff
6. Ms. Shibili T., A.P./CEE Suff
7. Ms. Dhanya V., A.P./I.T (HOD) D
8. Ms. Nithya A.K, A.P./I.T D
9. Ms. Vijaya V.V., A.P./C.E (HOD) D
10. Ms. Shabana Seethi, A.P./C.E D
11. Mr. Lalji Cyriac, A.P./ECE (HOD) D
12. Mr. Vijith T.K., A.P./MCA (HOD) D
- 13.


The minutes of last meeting is confirmed - after reading the action taken.

Discussions and Decisions:

- 1) Detailed discussions were carried out about the execution of phase (I) Internal audit in the Odd Semester 2019.
- 2) The contents of new Academic Auditing Manual of KTU were discussed in detail.


- 3) Detailed discussions were done about the calculation of CO-PO attainment and its implementation.
- 4) Different samples of excel sheet for CO-PO attainment calculation were analyzed and decided to follow the pattern of College of Engg. Thalassery and decided to have detailed study on the same format on another day.
- 5) It has been decided to formulate a panel of Internal Auditors by including senior faculty members.
- 6) It has been decided to conduct the internal audit on 11-10-2019.


 IQAI COORDINATOR


 PRINCIPAL

Actions Taken:

- 1) The excel sheet for CO-PO attainment has been discussed and explained in detail to the HODs and Academic Coordinators on 30-9-2019.
- 2) A panel of Internal Auditors has been formulated comprising Dr. C. Sreelakshmi, Dr. Smitha C. S., Mr. Shanavas K.P., Ms. Shibili T., ~~Ms.~~ and Ms. Vijina V.
- 3) The internal audit has been conducted on 11-10-2019.


 PRINCIPAL

Meeting of IQAC Members, HODs & Academic Coordinators.

Date: 30-10-2019



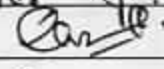


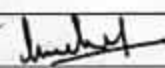








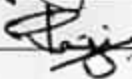
Venue: Conference Hall

Time: 2.30 P.M

Agenda:

- Discussion on findings of Internal Audit.
- Intimation of External Audit date.
- Planning of Preparatory works for External Audit.

Members Present:

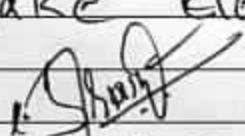
1. Dr. N.K. Narayanan, Principal 
2. Dr. C. Sreekanth, IQAC Coordinator 
3. Dr. Smitha C.K., IQAC Member 
4. Mr. Shanvas K.P., " 
5. Dr. Sujith, HOD/A.S
6. Ms. Vijina V.V., IQAC Member 
7. Dr. Pradeep T.S., HOD/EIE 
8. Shibili.T. 
9. Sithara.B 
10. Dhanya.V 
11. Lalji Cyriac, HOD, ECE 
12. Syamsh K.H., ICTU Coordinator 
13. Nithya A.K. 
14. Shabana Salih.K. 
15. VIJITH.T.K. 
16. Rajalekshmy K.O. 


The minutes of last meeting is confirmed after reading the action taken.

Discussions & Decisions:

- 1) The Common and the individual department-wise findings from the Internal Audit were read out by the internal Auditors.

- 2) Detailed discussion on all findings, were carried out, and the deficiencies to be rectified before the external audit were also informed to the HoDs and Academic coordinators.
- 3) Principal informed that the External Audit for the Odd Sem. 2019 is ~~is~~ scheduled on 7-11-2019.
- 4) It has been decided to re-verify the files which have the deficiencies on 2-11-2019.
- 5) The College Specific and department Specific documents to be submitted before the External Auditor were listed out and explained by the IQAC Coordinator.
- 6) Since there are more confusions regarding the 'CO attainment Calculation' among the faculty members, it has been decided to conduct a meeting with all faculty members to make clear on the same.


IQAC COORDINATOR


PRINCIPAL

Actions Taken:

- 1) The files with deficiencies were re-verified on 2-11-2019.

Meeting of IBAC members held on 4/11/19

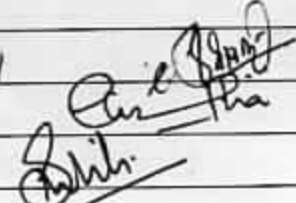
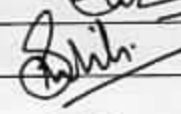
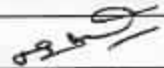
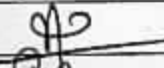



Venue: Conference hall Time: 12:15pm

Agenda:

1. KTU external audit

Members present

1. Dr. C. Sreekanth, IBAC coordinator
2. Dr. Smitha C K, IBAC member
3. Mrs. Shibali T. "
4. Mr. Shanavas K P "
5. Ms. Nithya A K "
6. Ms. Vijina V V "
7. Ms. Deepa R "
8. Mr. Syamesh K G "

Decisions and Discussions

1. For the smooth conduct of KTU external audit scheduled on 7/11/19 the following IBAC members are assigned to produce college specific documents
 - (i) Deepa R (MC dept) - Students grievances & appeal committee and discipline and welfare committee
 - (ii) Nithya AK (IT dept) - Co-curricular activities
 - (iii) Syamesh K G (CE dept) - Faculty & student details
 - (iv) Vijina V V (CE dept) - Library facility details
 - (v) Shanavas K P (MC dept) - Series exam documents
 - (vi) Shibali T (CS dept) - IBAC minutes.
2. Decided to submit the documents for audit (College specific and department specific) by 6/11/19 4pm in the conference hall.

IBAC - coordinator

Principal