

COLLEGE OF ENGINEERING, VADAKARA



MINUTES OF FIRST IQAC MEETING AY- 2023-24

Date & Time : 26.7.2023 , 10.30-12.30

Venue : Conference Hall (Hybrid Mode)

Agenda Items :

- i. Welcome Address & Introductory remarks
- ii. Confirmation of last minutes and Action taken during last academic year
- iii. Preparation for new Academic year Subject allocation , academic calendar and time table
- iv. Result Analysis
- v. CO-PO Attainment Calculation-Fixing of threshold levels for 2019 batch
- vi. Budget Allocation for the next academic year .
- vii. Academic Audit
- viii. Other matters

Members Present:

1. Dr. O A Joseph , Principal (Chairman)
2. Dr.Thajudheen Ahammed,Director,CAPE
3. Ms .Anupama K , Senior Faculty Member (Co-Ordinator)
4. Ms. Shibili T, Senior Member, Department of Computer Science
5. Dr. Smitha C K, HoD, Electronics and Communication Engineering
6. Dr. Rohika Micky, HoD, Electrical and Electronics Engineering
7. Ms. Surya.T.V, HoD, Department of Civil Engineering
8. Ms. Sreena S, HoD, Department of Computer Science
9. Mr. Shijith K, HoD, Department of Mechanical Engineerin
10. Dr.Bindu.S.Moni , HoD, Department of Computer Applications
11. Ms. Seema G, Junior Superientendent (Office)
12. Mr. Sooraj.A.T, College Union Member
13. Mr, Prajil, Alumini
14. Dr. Kumaravel,S, NIT Calicut

Action Taken status on the meeting held on 28/4/2023

1	Remedial measures to improve result of 2021 batch is to be taken urgently	Parents have been informed of the result status of all batches, and tutors had arranged remedial classes for the supplementary examinations
<u>2.</u>	NBA Preparations	A letter has been forwarded to CAPE for seeking permission and requesting necessary arrangements to fulfil the minimum requirements for the NBA pre-qualifier in CSE

Proceedings:

1. **Welcome:** IQAC coordinator, welcomed all members especially new members to the meeting
2. **Confirmation of Minutes of Last Meeting:** Minutes of IQAC held on 28th April 2023 was presented and approved by the members
3. **Action Taken Status of IQAC meetings in the year 2022-23 :** Principal explained the action taken for the suggestions received during last academic year.
4. **Preparation for next academic year:**
 - i. HoDs are entrusted to allocate subjects to faculty as per their choice and nominate a person to timetable committee to prepare timetable.
 - ii. IQAC coordinator is entrusted to prepare academic calendar and guide department coordinators for the preparation of timetable
 - iii. Hods are directed to complete the verifications of course plan through PAC before starting of the semester.
5. **Result Analysis:** Principal presented the result of pass out batch (2019-23). Pass Percentage of S8 (2019 Adm) is 82.4 and 46.8 for and BTech., the position of the college in KTU ranking is 51. Also reported that Pass percentage of S1 (2022Adm) is 52.6% which is improved but results of S5 (2020Adm) 41.2 and S3 (2021Adm) 44.2 are less.
6. **Setting Threshold Levels for CO-PO Attainment** With the publication of the results for the 2019 batch, the PO attainment calculation process was discussed. It was decided to use an Excel sheet for the computation. The following decisions were made regarding the attainment levels:
 - a. **PO Attainment Target:** Set at 1.5.
 - b. **CO Attainment Levels:**
 - Level 1: >50% attainment
 - Level 2: >60% attainment
 - Level 3: >70% attainment
 - c. **Direct to Indirect Attainment Ratio: 80:20**
 - Components of Direct Attainment:** : Distribution set in the ratio **50:30:20** among internal exams, university exams, and course feedback respectively.
 - d. **Target Grade Points for University Exams:**
 - Theory Courses:** Minimum grade 'P'
7. **Laboratory Courses:** Minimum grade 'D'
All HoDs are instructed to use the above targets ensure the completion of CO-PO attainment calculations through the DQAC and PAC committees.
8. **Budget Allocation:** Funds are distributed among departments, taking into account both their requests and emergency needs
9. **Academic Audit:** Decided to form a new internal audit team or new academic year by nominating one faculty from each department.
10. **Placement Details :** Principal Reported the Placement status of the 2023 pass out batch For B Tech students 53 offers and 45 placements were received and a total of 25 offers and 23 placement for MCA

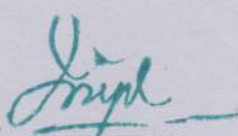
Following suggestions were given by members

1	Invite distinguished alumni holding top positions for interactive sessions with students.
2	Adopt result-oriented teaching methods with adequate time for revision of contents
3	Promote project-based learning to enhance students' practical skills and improve their employability.
4	Conduct in-house hackathons regularly and encourage student participation in external hackathons

11. **Vote of Thanks** : The meeting ended at 12.30 with vote of thanks by Shabana Salih, Asst. Professor CE


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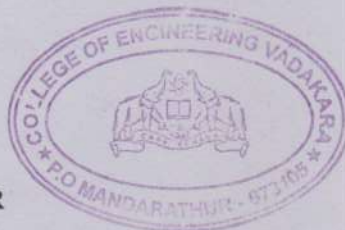



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Actions Taken :

1. Alumni interactions are conducted as part of association program
2. Teachers are directed to give importance for revision
3. IEDC is entrusted to conduct an in house hackathon regularly
4. Started Live Projects as part of Association programs
5. Subjects are allotted, timetable and academic calendar is prepared
6. CO-PO attainment is calculated with the following attainment levels: PO Attainment Target: as 1.5.. Direct to Indirect Attainment Ratio: 80:20 with Components of Direct Attainment Distribution ratio 50:30:20 among internal exams, university exams, and course feedback respectively Target Grade Points for University Exams is set as grade P for Theory and D for Lab
7. Budget reallocated according to the priority
8. External Audit is conducted on 20/7/2023 as per direction of university.
9. Internal audit committee is renewed for the new academic year


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9. Internal audit committee is renewed for the new academic year

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MINUTES OF SECOND IQAC MEETING AY- 2023-24

Date & Time : 30.10.2023 , 11.00-12.00

Venue : Conference Hall (Hybrid Mode)

Agenda Items :

- i. Welcome Address & Introductory remarks
- ii. Confirmation of last minutes and Action taken in last meeting
- iii. Result Analysis
- iv. DAB reconstitution .
- v. Other matters

Members Present:

1. Dr. O A Joseph , Principal (Chairman)
2. Ms .Anupama K , Senior Faculty Member (Co-Ordinator)
3. Dr. Smitha C K, HoD, Electronics and Communication Engineering
4. Dr. Rohika Micky, HoD, Electrical and Electronics Engineering
5. Ms.Surya.T.V., HoD, Department of Civil Engineering
6. Mr. Shijith K, HoD, Department of Mechanical Engineering
7. Dr.Bindu .S,Moni , HoD, Department of Computer Applications
8. Ms. Seema G, Junior Superintendent (Office)
9. Mr. Thejus Santhosh, College Union Member
10. Mr, Prajil, Alumini
11. Dr. Kumaravel,S, NIT Calicut

Leave or Absence

1.Ms. Sreena S, HoD, Department of Computer Science

2._Ms. Shibili T, Senior Member, Department of Computer Science

Action Taken status on the meeting held on 28/4/2023

1	Invite distinguished alumni holding top positions for interactive sessions with students.	Alumni interactions are conducted as part of association program
2	Adopt result-oriented teaching methods with adequate time for revision of contents	Teachers are directed to give importance for revision
3	Implement Project based Learning	Started live projects as part of Association Program
4	Conduct in-house hackathons regularly and encourage student participation in external hackathons	IEEE and IEDC is entrusted to conduct an in house hackathon regularly
5	Preparation for next academic year	Subjects are allotted, timetable and academic calendar is prepared
6	CO PO Attainment Calculation	CO-PO attainment is calculated with the following attainment levels: PO Attainment Target: as 1.5.. Direct to Indirect Attainment Ratio: 80:20 with Components of Direct Attainment Distribution ratio 50:30:20 among internal exams, university exams, and course feedback respectively Target Grade Points for University Exams is set as grade P for Theory and D for Lab
7	Budget reallocation	Budget reallocated according to the priority
8	Academic Audit	External Audit is conducted on 20/7/2023 as per direction of university.
9	Internal Audit Team	Internal audit committee is renewed for the new academic year

Proceedings:

1. **Welcome:** IQAC A coordinator, welcomed all members especially new members to the meeting
2. **Confirmation of Minutes of Last Meeting:** Minutes of IQAC held on 28th April 2023 was presented and approved by the members
3. **Action Taken Status of IQAC meetings in the year 2022-23 :** Principal explained the action taken for the suggestions received during last academic year.
4. **Result Analysis:** Principal presented the result of 6th Semester result of 2020 Adm
5. **Department Advisory board:** Decided to include alumni to the Department advisory board and conduct DAB meeting

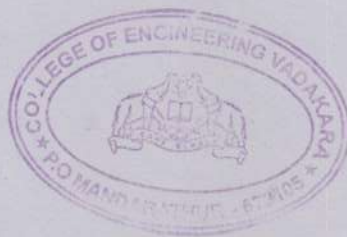
6. **Feasibility of Starting of new courses:** As per direction from CAPE, IQAC recommended to start two additional branch : one in CSE and second in Artificial Intelligence

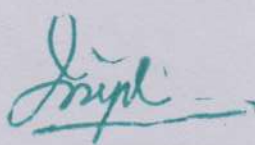
Following suggestions were given by members

1	Measures to improve placement
2	Start a new generation course like Artificial Intelligence and a basic course
3	Focus on the result of 7 th semester to improve the total pass percentage and position of the institution

7. **Vote of Thanks :** The meeting ended at 12.00 with vote of thanks by Shabana Salih Asst. Professor CE


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Actions Taken :

1. Conducted Intensive training programs to improve placement.
2. DAB is reconstituted with alumni and conducted meeting.
3. Suggestion of starting new course is sent to CAPE
4. Arranged remedial classes for supplementary examinations in previous semesters


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MINUTES OF THIRD IQAC MEETING AY- 2023-24

Date & Time : 4.1.2024 , 11.00-1.00

Venue : Conference Hall (Hybrid Mode)

Agenda Items :

- i. Welcome Address & Introductory remarks
- ii. Confirmation of last minutes and Action taken during last academic year
- iii. Preparation for Even semester Subject allocation , academic calendar and time table
- iv. Result Analysis
- v. 25 th Anniversary Celebrations
- vi. Other matters

Members Present:

1. Dr. O A Joseph , Principal (Chairman)
2. Ms .Anupama K , Senior Faculty Member (Co-Ordinator)
3. Ms. Shibili T, Senior Member, Department of Computer Science
4. Dr. Smitha C K, HoD, Electronics and Communication Engineering
5. Dr. Rohika Micky, HoD, Electrical and Electronics Engineering
6. Ms. Shabana K, HoD, Department of Civil Engineering
7. Ms. Sreena S, HoD, Department of Computer Science
8. Mr. Shijith K, HoD, Department of Mechanical Engineering
9. Dr.Bindu.S.Moni , HoD, Department of Computer Applications
10. Ms. Seema G, Junior Superientendent (Office)
11. Mr. Thejus Santhosh, College Union Member
12. Mr, Prajil, Alumini
13. Dr. Kumaravel,S, NIT Calicut

Leave or Absence

1.Dr.Thajuddeen Ahammed,Director,CAPE

Action Taken status on the meeting held on 30/10/2023

1	Measures to improve placement	Conducted Intensive training programs to improve placement.
2.	Start a new generation course like Artificial Intelligence and a basic course	Suggestion of starting new course is sent to CAPE
3	Reconstitution of Department advisory Body	DAB is reconstituted with alumni and conducted meeting.
4	Improve result of 2020Adm	Remedial Classes are arranged for supplementary examinations

Proceedings:

1. **Welcome:** IQAC coordinator, welcomed all members especially new members to the meeting
2. **Confirmation of Minutes of Last Meeting:** Minutes of IQAC held on 27th Oct 2023 was presented and approved by the members
3. **Preparation for Even semester :**
 - iii. HoDs are entrusted to allocate subjects to faculty as per their choice to complete the verifications of course plan through PAC before starting of the semester.
 - iv. IQAC coordinator is entrusted to prepare academic calendar and to prepare time table.
4. **Result Analysis:** Principal presented the result of 21 Adm S4(%) and 22 Adm S2 (51.1%) result
5. **25th Anniversary Celebrations:**
 - a) It is decided to celebrate the 25th anniversary throughout the year with 3 to 4 major events, including an opening ceremony and a farewell to the Principal in March, a technical fest, an alumni meet, and a grand closing ceremony in March 2024..
 - b) It was decided to convene a College Advisory Board meeting and alumni executive to form a Program committee for the 25th anniversary celebrations.

Following suggestions were given by members


1	Improve Association programs
2	Improve Alumni interactions
3	Enhance Outreach programs like Hackathons
4	Make extensive publicity arrangements for the year-long 25th anniversary celebrations.
5	Arrange a reunion of former faculty and alumni as part of the 25th anniversary celebrations.
6	Consider conducting an international conference with alumni invited as keynote

speakers, subject to feasibility.

6. **Vote of Thanks:** The meeting ended at 1.00 with vote of thanks by Fathima A V,
Asst. Professor MCA


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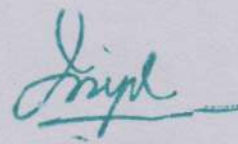
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Actions Taken :

1. Association programs are conducted in all departments
2. Alumni are invited as a part of Association programs
3. Students participated in Hackathon in IIT Bombay
4. College academic calendar is prepared according to university academic calendar. Subject allocations are done as per faculty choice and timetable is prepared
5. A program committee was formed, and a press club meeting was held on to announce the 25th anniversary celebrations.
6. The opening ceremony, along with a farewell to Principal Dr. O. A. Joseph, was held at Town Hall, Vadakara, on 26th March 2023, following a procession and a flash mob.
7. Decided to conduct international conference as part of 25th Anniversary.



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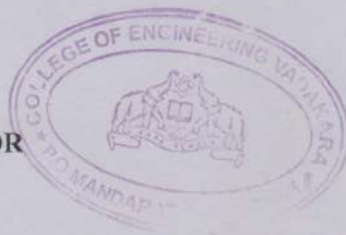


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Actions Taken :

1. Association programs are conducted in all departments
2. Alumni are invited as a part of Association programs
3. Students participated in Hackathon in IIT Bombay
4. College academic calendar is prepared according to university academic calendar. Subject allocations are done as per faculty choice and timetable is prepared
5. A program committee was formed, and a press club meeting was held on to announce the 25th anniversary celebrations.
6. The opening ceremony, along with a farewell to Principal Dr. O. A. Joseph, was held at Town Hall, Vadakara, on 26th March 2023, following a procession and a flash mob.
7. Decided to conduct international conference as part of 25th Anniversary.


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MINUTES OF FOURTH IQAC MEETING AY- 2023-24

Date & Time : 22.4.2024 , 10.30-12.00

Venue : Conference Hall (Hybrid Mode)

Agenda Items :

- i. Welcome Address & Introductory remarks
- ii. Confirmation of last minutes
- iii. Result Analysis
- iv. Starting of Centralised valuation camp
- v. New Curriculam (2024 scheme)
- vi. Admission for the year 2024-25
- vii. Other matters

Members Present:

1. Dr. Vinod Pottakulath , Principal (Chairman)
2. Dr.Thajudeen Ahammed,Director,CAPE
3. Ms .Anupama K , Senior Faculty Member (Co-Ordinator)
4. Ms. Shibili T, Senior Member, Department of Computer Science
5. Dr. Smitha C K, HoD, Electronics and Communication Engineering
6. Dr. Rohika Micky, HoD, Electrical and Electronics Engineering
7. Ms. Shabana K, HoD, Department of Civil Engineering
8. Ms. Sreena S, HoD, Department of Computer Science
9. Mr. Shijith K, HoD, Department of Mechanical Engineering
10. Ms. Rajalakshmi K T , HoD, Department of Computer Applications
11. Ms. Seema G, Junior Superientendent (Office)
12. Mr. Thejus Santhosh, College Union Member
13. Dr. Kumaravel,S, NIT Calicut

Leave or Absence

- 1.Mr. Prajil, Alumini

Action Taken status on the meeting held on 4/1/2024

1	Improve Association programs	Association programs are conducted in all departments
2.	Improve Alumni interactions	Alumni are invited as a part of Association programs
3	Enhance Outreach programs like Hackathons	Students participated in Hackathon in IIT Bombay
4	Make extensive publicity arrangements for the year-long 25th anniversary celebrations.	A program committee was formed, and a press club meeting was held to announce the 25th anniversary celebrations.
5	26 th Anniversary Program	The opening ceremony, along with a farewell to Principal Dr. O. A. Joseph, was held at Town Hall, Vadakara, on 26th March 2023, following a procession and a flash mob.
6	Arrange a reunion of former faculty and alumni as part of the 25th anniversary celebrations.	Reunion of former faculty is scheduled to
7	Consider conducting an international conference with alumni invited as keynote speakers, subject to feasibility.	Decided to conduct international conference as part of 25 th Anniversary.

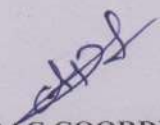
Proceedings:

1. **Welcome:** IQAC coordinator, welcomed all members to the meeting
2. **Confirmation of Minutes of Last Meeting:** Minutes of IQAC held on 4th Jan 2024 was presented and approved by the members
3. **Result Analysis:** Principal presented the result of 20 Adm S7 (73.5) , 21 Adm S5(41.7%), 22 Adm S3(53.7%) and 23 Adm S1(25.5%)
4. **Centralised Valuation Camp :** Discussed on the feasibility and infrastructure availability for starting the Centralized Valuation Camp and decided to proceed with application
5. **New scheme for B Tech :** The overall structure of the new B.Tech curriculum (2024 scheme) was presented and discussed.
6. **Curriculum Gap in 2024 scheme :** PACS are directed to identify the curriculum gaps in the 2024 scheme and address it with out-of-syllabus programs for the new batch in the upcoming DQAC meeting.
7. **Internal Audit:** Internal audit is scheduled to 1/4/2024

Following suggestions were given by members

1	HoDs are entrusted to arrange special classes for LET students admitted in 2023
2	Prepare an action plan to improve first-year admissions and fill lapsed seats through LET
3	Calculation of CO-PO attainment in accordance with the new scheme (2024 scheme) to find curriculum gap

8. **Vote of Thanks:** The meeting ended at 12.00 with vote of thanks by Fathima A V, Asst. Professor MCA


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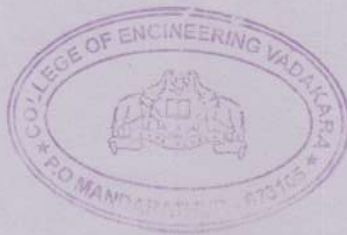

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Actions Taken :

1. Tutors arranged special classes for 2023 Admitted LET students to improve results
2. Online LET Coaching is conducted in all Kerala level as online
3. Decided to apply for Centralized valuation camp
4. PAC calculated the CO PO attainment as per new curriculum


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