

Academic Year 2022-23

The IQAC committee consists of the following members:

1. Dr. OA Joseph – Principal - Chairman
2. Dr. Kumaravel,S, NIT Calicut
3. Dr. Thajudheen Ahammed,Director CAPE- Member
4. Mrs. Ragi R G – Asst.Prof. in ECE Dept. – Co Ordinator
5. Mr. Shijith K. – Asst. Prof. in Mech. Dept. – Member
6. Dr. Rohikaa Micky R. – H.O.D in EEE Dept. – Member
7. Dr. C K Smitha . – H.O.D in ECE Dept. – Member
8. Mr.Sanoj.R– Asst. Prof. in CSE Dept. - Member
9. Dr. Bindu S. Mony – Asst. Prof. in MCA Dept. - Member
10. Dr. Surya T.V. – Asst. Prof. in CE Dept. – Member
11. Mr. Sasidharan - Administrative officer – Member
12. Mr.Prajil CSE Dept -Alumni Member
13. Mr.Nikhil Babu,Union Mem

# COLLEGE OF ENGINEERING, VADAKARA



## MINUTES OF FIRST IQAC MEETING AY- 2022-23

**Date & Time :** 29.8.2022 , 11.00-12.30

**Venue :** Conference Hall (Hybrid Mode)

### Agenda Items :

- i. Welcome Address & Introductory remarks
- ii. Overview of IQAC
- iii. Confirmation of last minutes and Action taken during last academic year
- iv. Preparation for new Academic year : Subject allocation , academic calendar and time table
- v. Result Analysis
- vi. BoG Meeting
- vii. Budget Allocation for the next academic year .
- viii. Academic Audit
- ix. Other matters

### Members Present:

1. Dr. O A Joseph, Principal (Chairman)
2. Ms .Ragi R G , 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. Sanoj.R, HoD, Department of Computer Science
8. Dr.Bindu.S.Moni , HoD, Department of Computer Applications
9. Ms. Seema G, Junior Superientendent (Office)
10. Mrs.Shejina.V,Alumni Member
11. Dr. Kumaravel,S, NIT Calicut

### Leave or Absence

1. Mr, Nikhil Babu, Alumini
2. Dr.Thajudheen Ahammed,Director ,CAPE...

### Proceedings:

1. **Welcome:** IQAC coordinator, welcomed all members especially new members to the meeting
2. **Overview of IQAC :** Chairperson explained the need of IQAC and objectives of IQAC

in an institute.

3. **Confirmation of Minutes of Last Meeting:** Minutes of IQAC held on 15<sup>th</sup> May 2022 was presented and approved by the members
4. **Action Taken Status of IQAC meetings in the year 2021-22 :** Principal explained the action taken for the suggestions received during last academic year.
5. **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. Hoods are directed to complete the verifications of course plan through PAC before starting of the semester.
6. **Result Analysis:** Principal presented the result of pass out batch (2018-22). Overall Pass Percentage is 64.7 and 44.12 for S8 and BTech respectively, the position of the college in KTU ranking is 57
7. **BoG Meeting :** The date of the BoG meeting is fixed for 30/09/2022, and the TEQIP Coordinator is entrusted to proceed.
8. **Academic Audit:** Decided to form an internal audit team by nominating one faculty from each department.
9. **Budget Allocation:** Funds are distributed among departments, taking into account both their requests and emergency needs.
10. **AQAR to NAAC:** IQAC Coordinator is directed to prepare AQAR and SAR to continue NAAC Accreditation
11. **Placement details :** The placement status for 2022 pass out batch is 64 offers and 53 placement for B Tech and 9 offers and 9 placement for MCA (3 year) and 64 offers and 53 placement for MCA (2 year)

**Following suggestions were given by members**

1	Remedial measures are to be taken to improve the result and position in KTU ranking
2.	Student projects are to be send for funding from university
3.	An external <b>councillor</b> is to be appointed using PTA fund
4	Availability of Doctor in the campus is to be increased

12. **Vote of Thanks :** The meeting ended at 12.30 with vote of thanks by Shibili T, Asst. Professor CSE

  
IQAC COORDINATOR




  
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Mandarathur (P.O), Vadakara-673105

### Actions Taken :

1. Weak students are identified and remedial classes are conducted during the remedial hours
2. Projects are send to KSCSTE and projects for SERD funding
3. An external councillor is appointed, and will be available once in a month in the campus
4. Doctor's service is made available once in a week
5. College academic calendar is prepared according to university academic calendar.  
Subjects are allotted as per faculty choice and time table is prepared
6. 28<sup>th</sup> BoG Meeting is conducted on 30/9/2022
7. Budget reallocated according to the priority
8. Internal and External Audits are conducted on 9/11/2022 and 22/11/2022 respectively
9. AQAR for the year 2020 -21 is prepared and submitted

  
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# COLLEGE OF ENGINEERING, VADAKARA



## MINUTES OF SECOND IQAC MEETING AY- 2022-23

**Date & Time :** 15.11.2022 , 1.00-2.00

**Venue :** Conference Hall (Hybrid Mode )

### Agenda Items :

- Welcome Address
- Review of Academic matters
- NAAC Preparations
- External Audit
- Other matters

### Members were present:

1. Dr. O A Joseph, Principal (Chairman)
2. Ms.Ragi R G , 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. Sanoj.R , 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 Superintendent (Office)
11. Dr. Kumaravel,S, NIT Calicut

### Leave or Absence

1. Mr.Nikhil Babu
2. Mr.Prajil

Action Taken status on the meeting held on 29/8/2022

1	Remedial measures are to be taken to improve the result	Weak students are identified and remedial classes are conducted during the remedial hours
2.	Student projects are to be send foe funding from university	Projects are send to KSCSTE and projects for SERD funding
3.	An external councillor is to be appointed using PTA fund	An external councillor is appointed, and will be available once in a month in the campus
4	Availability of Doctor in the campus is to be increased	Doctor's service is made available once in a week
5	Preparation for next Academic year	College academic calendar is prepared according to university academic calendar. Subjects are allotted as per faculty choice and time table is prepared
6	BoG Meeting	28th BoG Meeting conducted on 30/9/2022
7	Budget allocations	Budget reallocated according to the priority
8	Academic Audit	Internal and External Audits are conducted on 9/11/2022 and 22/11/2022 respectively
9	Submission of AQAR	AQAR for the year 2020-21 is prepared and submitted

Proceedings:

1. **Welcome:** IQAC coordinator, welcomed all members and requested to give their valuable suggestions
2. **Confirmation of Minutes of Last Meeting :** Minutes of IQAC held on 29<sup>th</sup> August 2022 was presented and approved by the members
3. **Action Taken status of IQAC last meeting suggestions:** Action taken status of suggestions received during last meeting was presented.
4. **IQAC Activities Since Last Meeting:** Principal presented the IQAC activities since the last meeting and members noted -Feasibility study of NBA accreditation
5. **NAAC Preparations:** Draft of SAR is prepared, discussed on the feasibility study conducted on NBA accreditation by senior faculties since the college is the only one TEQIP funded institution without NBA accreditation.
6. **External Audit :** The IQAC Coordinator reported that the external audit is scheduled for 22nd November 2022. The internal audit has already been conducted, and suggestions have been provided to the HoDs to ensure all requirements are fulfilled

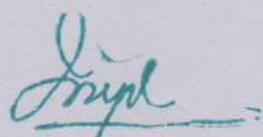
Following suggestions were given by members:

1	Consider opting NBA Accreditation for at least two branches, if found feasible
2	Utilize the amount allocated for NAAC towards the NBA Accreditation process.
3.	Evaluate the effectiveness of the remedial classes and other measures implemented to improve academic performance.
4	Suggested to prepare answers for previous question papers and to improve peer learning

7. **Vote of Thanks :** The meeting ended at 2.00 with vote of thanks by Ragi R G, Asst. Professor ECE

  
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**Actions Taken :**

1. Decided to initiate the NBA accreditation process for the EC and CS departments and to utilize the funds allocated for NAAC towards this purpose
2. Question papers of subjects involving the application of mathematics were answered and distributed to the students
3. Internal and External audit conducted on 9/11/22 and 22/11/2022 respectively



  
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## MINUTES OF THIRD IQAC MEETING AY- 2022-23

**Date & Time :** 23.1.2023 , 11.00-12.30

**Venue :** Conference Hall (Hybrid Mode )

### Agenda Items

- o Welcome Address
- o Preparation for the commencement of Even Semester - Subject allocation preparation of academic calendar and time table etc
- o Conclusion of TEQIP - BoG
- o Other matters

### Members were present:

1. Dr.Thajudheen Ahammed,Director,CAPE
2. Dr. O A Joseph ,Principal(Chairman)
3. Ms.Ragi R G , 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. Sanoj.S, HoD, Department of Computer Science
9. Mr. Shijith K, HoD, Department of Mechanical Engineering
10. Ms.Dr.Bindu.S.Moni , HoD, Department of Computer Applications
11. Ms. Seema G, Junior Superintendent (Office)
12. Mr.Nikhil Babu, College Union Member

### Leave of Absence

1. Kumaravel,S, NIT Calicut
2. Prajil,Alumni

**Action Taken status of the meeting held on 15/11/2022**

1	Consider opting NBA Accreditation for at least two branches, if found feasible	Decided to initiate the NBA accreditation process for the EC and CS departments as per discussions with director.
2	Utilize the amount allocated for NAAC towards the NBA Accreditation process.	Decided to utilize the funds allocated for NAAC towards this purpose with permission of BoG
3	Evaluate the effectiveness of the remedial classes and other measures implemented to improve academic performance.	The HoDs collected the feed back on remedial classes from the students . and decided to utilize remedial hours for question paper discussion long with a revision of important contents
4	Suggested to prepare answers for previous question papers and to improve peer learning	Question papers of subjects involving the application of mathematics were answered and distributed to the students

**Proceedings:**

1. **Welcome:** IQAC coordinator, welcomed all members and requested to give their valuable suggestions
2. **Confirmation of Minutes of Last Meeting :** Minutes of IQAC held on 15<sup>th</sup> November 2022 was presented and approved by the members
3. **Action Taken status of IQAC last meeting suggestions:** Action taken status of suggestions received during last meeting was presented
4. **IQAC Activities Since Last Meeting:** Principal presented the IQAC activities since the last meeting and members noted
5. **Preparation for Even semester :**
  - i. 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.
  - ii. IQAC coordinator is entrusted to prepare academic calendar and to prepare time table.
6. The TEQIP Coordinator has reported that the TEQIP Phase Four fund period will conclude on 31st March 2023. The Board of Governors (BoG) meeting is scheduled for 24th March 2023.

**Following suggestions were given by members**

1.	Prepare action plan to improve result and ranking of the college
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6. The meeting ended at 12.30 with vote of thanks by Dr. C.K. Smitha Asso. Professor ECE

  
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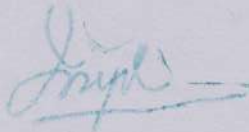


**Actions Taken :**

1. College academic calendar is prepared according to university academic calendar.  
Subject allocations are done as per faculty choice and timetable is prepared
2. Action plan to improve result is prepared for each class through tutors of each class

  
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# COLLEGE OF ENGINEERING, VADAKARA



## MINUTES OF FOURTH IQAC MEETING AY- 2022-23

**Date & Time :** 28 04.2023 , 11.00-12.30

**Venue :** Conference Hall (Hybrid Mode )

### Agenda Items :

- o Welcome Address
- o Review of Academic matters
- o NBA Preparations
- o Result analysis
- o Other matters

### Members were 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. Sanoj.R, HoD, Department of Computer Science
8. Mr. Shijith K, HoD, Department of Mechanical Engineering
9. Mr. Nikhil Babu, College Union Member
10. Mr, Prajil, Alumini
11. Dr. Kumaravel,S, NIT Calicut

### Leave or Absence

1. Dr.Thajudheen Ahammed
2. Ms. Seema G, Junior Superintendent (Office)

Action Taken status on the meeting held on 23/1/2023

1	Preparation of Academic calendar, Timetable	College academic calendar is prepared according to university academic calendar and time table is prepared
2	Action plan to improve result and ranking	Action plan to improve result is prepared for each class through tutors of each class

Proceedings:

1. **Welcome:** IQAC coordinator, welcomed all members for the review meeting
2. **Confirmation of Minutes of Last Meeting :** Minutes of IQAC held on 23<sup>rd</sup> Jan 2023 was presented and approved by the members
3. **Action Taken status of IQAC last meeting suggestions:** Action taken status of suggestions received during last meeting was presented.
4. **IQAC Activities Since Last Meeting:** Principal presented the IQAC activities since the last meeting and members noted
5. **NBA Preparations:** Principal reported that, a letter has been forwarded to CAPE seeking permission and requesting necessary arrangements to fulfil the minimum requirements for the NBA pre-qualifier in CSE
6. **Result Analysis :** The status of results published after the last meeting is presented by IQAC coordinator. The of S7 and S6 for the 2019 admission batch, S4 for the 2020 admission batch, and S2 for the 2021 admission batch have been published. The pass percentages are S7 (69.4), S6 (49.0), S4(50.46), and S2( 45.1). it is noticed that the result of 2019 batch is improved but the result of 2021 admission is not up to mark

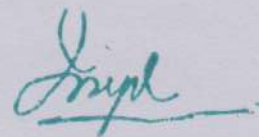
Following suggestions were given by members:

1	Remedial measures to improve result of 2021 batch is to be taken urgently
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7. **Vote of Thanks:** The meeting ended at 12.30 with vote of thanks by Anupama K, Asst. Professor CSE

  
IQAC COORDINATOR




  
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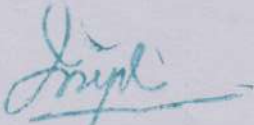
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**Actions Taken :**

1. Parents have been informed of the result status of all batches, and tutors had arranged remedial classes for the supplementary examinations.
2. 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

  
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