



AL – AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY


Perumpillichira P.O, Thodupuzha

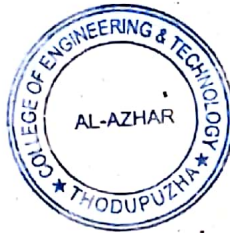
AACET/PRINCIPAL/2019

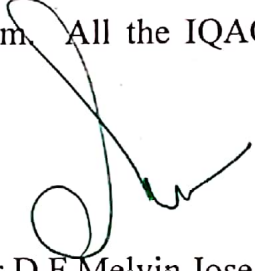
Date: 19-09-2019

CIRCULAR

The Internal Quality Assurance Cell meeting is scheduled to conduct on 24'th of September-2019 at seminar hall in college premises at 10.30am. All the IQAC members are requested to attend the meeting without fail.


Kala O S
IQAC Coordinator




Dr.D F Melvin Jose
PRINCIPAL
Principal College of Engineering & Technol.

Copy to

1. Prof.Harikrishnan M P 
2. Prof.Jithin Baby 
3. Prof.Jojo John 
4. Prof.Anjaly Prasad 
5. Adv.K.M Mijas 
6. Adv.Thajudheen S S 
7. Mr.Vijayan M K 
8. Ms.Anugraha Prasad 
9. Mr.Sharoon C Madhavan 
10. Er.Bright Sam Abraham 
11. Er.Roy Mathew



AL AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY

THODUPUZHA

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

No.AAE/IQAC/01/2019

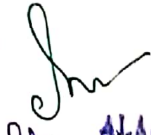








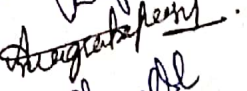


DATE: 24 SEPTEMBER 2019

TIME: 2.00 P M

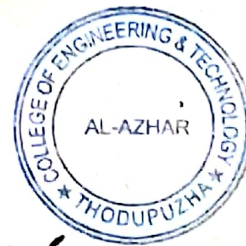
AGENDA OF THE MEETING

1. To constitute the Internal Quality Assurance Cell (IQAC) as per KTU guidelines.
2. To discuss the role, functioning and frequency of meetings of IQAC.
3. To decide the responsibilities of the members of the IQAC.
4. To review, discuss and approve various quality initiatives as per KTU guidelines for developing and implementing the procedures, mechanisms towards academic and administrative excellence.

The following members were present:

1. Dr. D.F Melvin Jose-Chairperson 
2. Prof.Kala O S -IQAC Coordinator 
3. Prof.Harikrishnan M P-Faculty Member 
4. Prof.Jithin Baby-Faculty Member 
5. Prof.Jojo John -Faculty Member 
6. Prof.Anjaly Prasad -Faculty Member 
7. Adv.K.M Mijas-Member from Management 
8. Adv.Thajudheen S S-Administrative officer 
9. Mr.Vijayan M K-Local Society Member 
- 10.Ms.Anugraha Prasad-Student member 
- 11.Mr.Sharoon C Madhavan-Alumni member 
12. Er.Bright Sam Abraham-External Member 

PRINCIPAL
Al-Azhar College of Engineering & Technology



Principal welcomed the members for the meeting.

The following points were discussed.

1. To constitute the Internal Quality Assurance Cell (IQAC) as per KTU guidelines.

Internal Quality Assurance Cell with following members be constituted as per KTU guidelines.

Sl.No.	Name	Designation
1	Dr.D F Melvin Jose	Chairperson
2	Prof.Kala O S	Coordinator
3	Prof.Harikrishnan M P	Faculty member
4	Prof.Jithin Baby	Faculty member
5	Prof.Jojo John	Faculty member
6	Prof.Anjaly Prasad	Faculty member
7	Adv.K.M Mijas	Member from Management
8	Sri.Thajudheen S. S	Senior Administrative Officer
9	Mr.Vijayan M K	Member from Local Society
10	Ms.Anugraha Prasad	Student Member
11	Mr.Sharoon C Madhavan	Alumni Member
12	Er.Roy Mathew	External Member(Professional Body)
13	Er.Bright Sam Abraham	External Member(Industry)

2. To discuss the role, functioning and frequency of meetings of IQAC.

The role of IQAC shall be:

- a. To propose various quality initiatives for enhancing academic and administrative excellence.
- b. To improve feedback system from students with respect to quality related institutional processes.
- c. To prepare and review audit report as per the guidelines of KTU.

It was decided that IQAC will meet once in each quarter of academic year.


3. To decide the responsibilities of the members of the IQAC.

The responsibilities of all members were elaborated in the meeting. The role of stakeholders in enhancing the quality of teaching-learning process was discussed.

4. To review, discuss and approve various quality initiatives as per KTU guidelines for developing and implementing the procedures, mechanisms towards academic and administrative excellence.

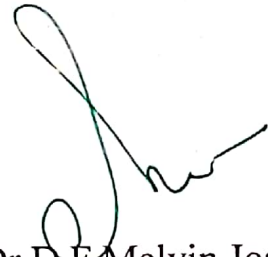
IQAC came into existence taking over from the erstwhile planning and monitoring committee of the college. Any suggestions made by the earlier body to be revisited for smooth continuation on the deliberation of the work in college.

Meeting adjourned at 4.00 P M.



Kala O S

Coordinator, IQAC



Dr. D.F. Melvin Jose

PRINCIPAL

Chairperson, IQAC Engineering & Technology

