



**AL AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY**

**THODUPUZHA**

**NOTICE**

No. AAE/IQAC/10/2022

DATE: 25/5/2022


A meeting of Internal Quality Assurance Cell is scheduled as below.

Date: 25/5/2022

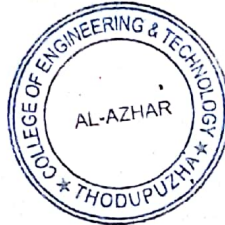
Time: 10.00 AM

Venue: Seminar Hall

All IQAC members are requested to attend the meeting without fail.

  
Kala O S

IQAC Coordinator



  
Dr. D. F. Melyin Jose

Principal  
Al-Azhar College of Engineering & Technology

**AGENDA OF THE MEETING**

External Auditing

Assigning coordinators for various committees

Exam cell reconstitution

IEDC formation

Final year project

Copy to all IQAC members



AL AZHAR COLLEGE OF ENGINEERING AND  
TECHNOLOGY, THODUPUZHA

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

No.AAE/IQAC/10/2022






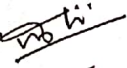

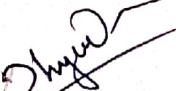

DATE :25 MAY 2022

TIME: 10.00 a m

AGENDA OF THE MEETING

1. External auditing
2. Assigning coordinators of various Committees
3. Reconstituting exam cell
4. IEDC Inspection
5. Status of S8 project
6. Review of the class /course committee meeting

The following members were present:

1. Dr. D.F Melvin Jose-Principal 
2. Prof.Kala O S –IQAC Coordinator 
3. Prof.Harikrishnan M P- Member 
4. Prof.Amal Thomas- Member 
5. Prof.Jojo John - Member 
6. Prof.Anjaly Prasad – Member 
7. Prof.Riya Susan-Member 
8. Adv.Thajudheen S S-Administrative officer 
9. Ms.Anugraha Prasad-Student member 

Meeting started at 10.00am and the Principal was chaired. The Principal welcomed all the participants.

The last minutes of the meeting was reviewed and assessed.

The following points are discussed.

1. Prof. Neethu C.T (EC) was assigned as the KTU Coordinator after the relieving of Prof. Lithu Mathew (CS). Discussed about the assigning of new coordinator for criteria 4.
2. Discussed about the reconstitution of exam cell.
3. Reviewed the inspection conducted for IEDC on 28 th April 2022 and discussed about the students participation on ENOVA2.0 3 day national level inter college program by MEA IEDC.
4. Discussed about the final internal project presentation and intimated to finish the presentation before june 6<sup>th</sup> 2022
5. Review the status of cc/cc and advisory meeting conducted 5<sup>th</sup> may and 10<sup>th</sup> may 2022
6. Intimated about the external auditing to be conducted on 8<sup>th</sup> -17<sup>th</sup> june. Detailed discussion of the data to be submitted. Directed to maintain CO attainment sheets, committee reports, course file, committee meeting minutes registers, laboratory registers and records of previous year internal theory and external lab examination.
7. It is decided to form a question paper scrutinizing committee under the supervision of Principal Dr. D F Melvin Jose which includes HOD Prof. Kala O S (CS), HOD Prof. Anjali Prasad (S&H), Asst. Prof. Ashamol Joseph (EC), Asst. Prof. Biaz S Lal, Asst. Prof Rosemary Sunny (CE) Asst. Prof Sandra Maria John(ME), Asst. Prof Banu Sumaya (CS). The committee has decided to follow the pattern issued by KTU during the online university exam 2021.

Kala O S  
Coordinator, IQAC



Dr. D.F Melvin Jose  
PRINCIPAL  
Al-Azhar Engineering & Technology

## Action Taken

1. The exam cell was reconstituted. Asst. Prof. Shameer N A(S&H), Asst. Prof. Abhilash Sajeev K (ME), Asst. Prof. Jisha Anna Mathew (EC) and Asst. Prof. Sandra Thomas (ME) were taken the charge
2. Asst. Prof. Ashamol Joseph (EC) was directed to keep a record of students participated in the INOVA 2.0
3. The final project presentation of project was dicreted to complete before june 4<sup>th</sup> 2022
4. Intimated the faculties to conduct the pending cc/cc Before 8<sup>th</sup> june 2022
5. Prior to the upcoming External audit IQAC cell conducted an internal audit on 13/06/2002 to assure the completion of files discussed and report were given to the Principal.
6. A Scrutinizing committee was elected as mentioned and a strict evaluation of question paper will be done during the second series exam of even semester 2022