



AL AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY

THODUPUZHA

NOTICE

No. AAE/IQAC/03/2020

DATE: 28/6/2020


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

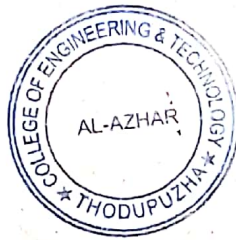
Date: 2/7/2020


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 Melvin Jose
PRINCIPAL
Al-Zhar College of Engineering & Technology

AGENDA OF THE MEETING

Online class

Progress of NAAC Accreditation work

Academic activities

Work pattern of faculties

Copy to

All IQAC members





AL-AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY
THODUPUZHA

MOM # No: AAE/IQAC/03/2020

PURPOSE: IQAC Meeting

DATE : 2/7/2020

TIME: 10.00 am

PLACE : Seminar Hall

Meeting started at 10.00 am 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.

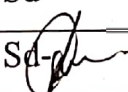
1. Online Classes-Decided to conduct online classes through online platforms such as Zoom, Google meet etc. The faculties can plan and execute the learning activities according to their subject domain. Instructed all the faculty members to ensure quality in online course delivery. Academic monitoring of online classes would be done by HODs and senior members of the department. Decided to prepare a weekly report of online classes and submit to principal by HODs.
2. NAAC Accreditation-Reviewed the current status of NAAC accreditation works. Decided to restart the Accreditation work immediately.
3. Online Programs-Decided to give instructions to all the departments to conduct more online programs/ webinars. Motivate the students to join MOOC courses and the faculty members to attend online FDPs.
4. Completion of academic activities for the even semester of 2019-20- Considering the uncertainty of pandemic, the remaining academic activities taken up through Google meet, Google class room etc.
5. The guidelines for the completion of Lab works, Projects and the procedure for internal assessment were discussed.
6. All faculty members are directed to submit their course diary to respective HOD's every first working day of the month and all HOD's are directed to submit the same after verification to Principal on or before 5th of the month.




7. A new smart class room is made available at room no 214. Ms.Krishnapriya (A.P CSE) is deputed as the in charge for the smart class room.
8. The University exams will be conducted considering all the instructions from the university.. Decided to constitute a war room" committee and all the arrangements related to covid-19 are done based on the instruction from war room committee.
9. Work pattern of faculties-. All the faculties be present in the college on alternate working days. In the case of staff coming from other districts, Head of departments can take suitable decision on the work pattern in consultation with Principal.

The IQAC Coordinator thanks to all participants and the meeting was adjourned at 11.20am.

List of members present

Sl.No.	Name	Signature
1	Adv.K M Mijas	Sd-
2	Dr.D.F Melvin Jose	Sd-
3	Adv.Thajudheen S S	Sd-
4	Kala O S	Sd-
5	Harikrishnan M P	Sd-
6	Riya Susan	Sd-
7	Amal Thomas	Sd- 
8	Jithin Baby	Sd-
9	Ms.Anugraha Prasad	Sd-

Minutes of the meeting held on 2/7/2020 is prepared by

Kala O S 

IQAC Coordinator

