



AL AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY

THODUPUZHA

NOTICE

No.AAE/IQAC/ 4/2020

DATE: 6/11/2020

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

Date: 10/11/2020

Time: 11.00 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

PRINCIPAL

Al-Azhar College of Engineering & Technology

AGENDA OF THE MEETING

Internal Academic audit

Progress of NAAC Accreditation works

Academic activities

Quality initiatives

Any other points





AL AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY ,THODUPUZHA

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

Date of the meeting: 10/11/2020

Time: 11.00 am

Venue: IQAC Cell

No.AAE/IQAC/04/2020

Members attended

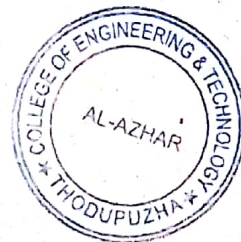
Sl.No.	Name	Designation	Signature
1	Adv.K.M Mijas	Managin Director	
2	Dr.D.F Melvin Jose	Principal	ch
3	Adv.Thajudheen S S	Administrative Officer,Al Azhar Group of Institutions	
4	Kala O S	IQAC Coordinator	
5	Harikrishnan M P	HOD,ECE	
6	Riya Susan	HOD,CE	
7	Anjali Prasad	HOD,Asc	
7	Amal Thomas	HOD,AU	
8	Jithin Baby	HOD,ME	
9	9. Ms.Anugraha Prasad	Student	
10	Mr.Sharoon C Madhavan	Alumni	

Agenda

- Internal Academic audit
- Progress of NAAC Accreditation works
- Academic activities
- Quality initiatives
- Any other points

Actions Taken

1. Assigned criteria coordinators and started the work.
2. Online platforms such as Google classroom and Google meet are used for conducting classes.
3. Faculties sent the link of online classes to HOD and HOD to Principal for monitoring the online classes
4. All the departments conducted online webinars.
5. Completed the academic activities of the academic year 2019-20 on July 2020 and started new Academic Year on August 2020



Decisions taken during this meeting

Sl.No.	Points of Review	Decisions Taken	Responsibility
1	NAAC Accreditation	Reviewed the current status of NAAC accreditation works. Decided to restart the Accreditation work immediately.	NAAC coordinator, IQAC
2	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.	All faculties
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.	HOD
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. The guidelines for the completion of Lab works, Projects and the procedure for internal assessment were discussed. 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.	All faculties

Date 10/11/20

Prepared by: *Kale.05*

Approved by:

PRINCIPAL

Al Azhar College of Engineering & Tech

