



AL AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY

THODUPUZHA

NOTICE

No.AAE/IQAC/5/2021

DATE: 7/1/2021

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

Date: 11/1/2021

Time: 2.00 PM

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

1. Academic monitoring
2. Academic audit
3. Internal examinations
4. Effectiveness of online classes.
5. Progress of NAAC Accreditation process..
6. Contact classes of seventh semester students.
7. You tube channel for college
8. National Digital Library
9. Alumni Meeting





**AL AZHAR COLLEGE OF ENGINEERING AND
TECHNOLOGY**

THODUPUZHA

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

No.AAE/IQAC/05/2021

DATE:11JANUARY 2021

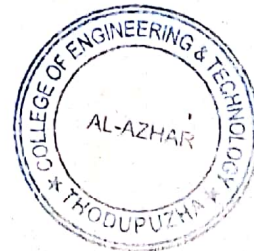
TIME: 2.00 P M

AGENDA OF THE MEETING

1. Academic monitoring
2. Academic audit
3. Internal examinations
4. Effectiveness of online classes.
5. Progress of NAAC Accreditation process..
6. Contact classes of seventh semester students.
7. You tube channel for college
8. National Digital Library
9. Alumni 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. Adv.K.M Mijas-Member from Management

8. Adv.Thajudheen S S-Administrative officer

9. Ms.Anugraha Prasad-Student member

10.Mr.Sharoon C Madhavan-Alumni member

Principal welcomed the members for the meeting.


Minutes of the previous meeting reviewed and same has been approved.

The following points were discussed.

1. Principal entrusted IQAC to monitor the online classes in the COVID scenario.Principal instructed to the faculty members to submit the course diary in the first week of every month.
2. It is decided to conduct the internal audit as per the KTU calendar. IQAC coordinator asked the members to make necessary preparations for the Audit. The second audit of this semester will be conducted in the month of February.
3. Decided to conduct second internal examinations as per KTU academic calendar.
4. Principal informed that every faculty should conduct the classes effectively. It is decided to send the link of online classes to Principal to monitor the classes.
5. Reviewed the current status of the NAAC accreditation works .Decided to conduct a criteria wise meeting with Principal byweekly.
6. The contact classes of seventh semester students is started. Arrangements are initiated to collect the detail of students who need hostel and bus facilities. The protocols concerning the pandemic should be disseminated in all places wherever required



7. Principal informed adequate arrangements for thermal scanning, masks, face sheets, sanitizers, dispensers, liquids soaps be made available at entry, Exit points and required locations. Covid Cell Standard operating procedure (SOP) and institution plan based on instructions from Government and KTU is prepared and circulated among students, staff and displayed in the noticeboards.
8. Principal informed the department wise time table and academic plan is prepared. It is informed the Help groups be formed department wise and covid-19 cell formed be made active. The students are permitted to stay in hostel only if they produce the covid-19 test certificate.
9. Decided to create a You tubechannel for the college :Al Azhar College of Engineering and Polytechnic. Every faculty members should record the classes and post in this channel.
10. It is decided to form an Internal Complaints Committee in the college. Mrs. Anju Pathrose is the coordinator of the committee.
11. College has a membership in National Digital Library. It is informed that every faculty members to register their name and e-mail id to this portal before February 10 nth.
12. Decided to conduct an Alumni meeting in the month of March. Mr. Jojo John from Civil Engineering is the coordinator for the Program.


Kala O S Dr. D.F. Melvin Jose
Coordinator, IQAC


Principal
PRINCIPAL
Al Azhar College of Engineering & Technology

