



**AL AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY**

**THODUPUZHA**

**NOTICE**

No.AAE/IQAC/ 6/2021

DATE: 4/4/2021

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

Date: 7/4/2021

Time: 3.00 PM

Venue: Seminar Hall

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

Kala O S

IQAC Coordinator

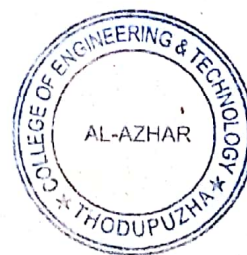
Dr.D. F Melvin Jose

Principal

**AGENDA OF THE MEETING**

1. Academic monitoring
2. Progress of NAAC Accreditation process.
3. Admission
4. Faculty Development Program

PRINCIPAL  
Al-Azhar College of Engineering & Technology





AL AZHAR COLLEGE OF ENGINEERING AND  
TECHNOLOGY  
THODUPUZHA

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

No.AAE/IQAC/06/2021

DATE: 7 APRIL




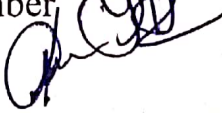


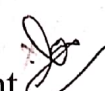


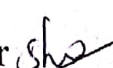
2021

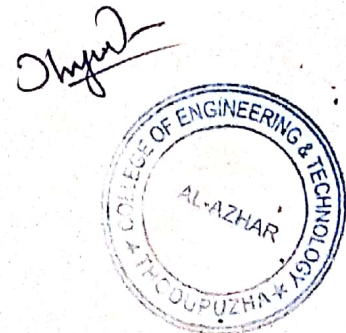
TIME: 3.00 P M

AGENDA OF THE MEETING

1. Academic monitoring
2. Progress of NAAC Accreditation process.
3. Admission
4. Faculty Development Program

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 

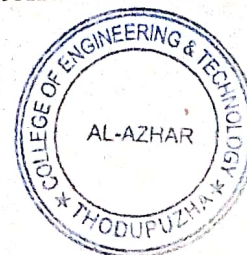


Principal welcomed the members for the meeting.

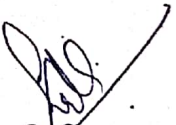
Minutes of the previous meeting reviewed and same has been approved.

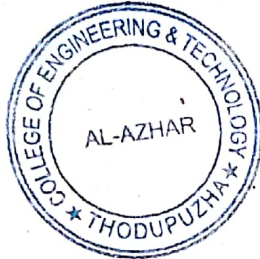
The following points were discussed.


1. Principal informed that the classes of semester 2 and semester 4 will start from May 3<sup>rd</sup> onwards.
2. Principal instructed to all Head of the Departments to complete the subject allocation for semester 2 and 4 so as to prepare the time table for the classes. The contact classes for semester 8 will start from 1.6.2021 onwards.
3. A meeting of the NAAC criteria coordinators has to be arranged in the month of March to discuss the progress of NAAC works. As per the principal's meeting conducted by the management it is directed to speed up the accreditation work.
4. It is informed all the staff members should actively participate in the admission work.
5. It is informed that all Head of Departments should make sure that proper maintenance be done in laboratories and workshops to keep all the equipments in working condition.
6. Principal informed that the examinations of semester 8 students will be conducted as online examination in between June 28th and July 12th 2021.
7. Principal informed the University would like to train a set of mentors to support the students and hear their concerns due to prevailing pandemic. It is suggested to nominate Mrs.Kala O S from CSE for the same.
8. Decided to inform students that they should give prior message to class advisors regarding the absence. Students should avoid taking leave unnecessarily and attend regular classes on time.
9. It is decided that each faculty should attend minimum two faculty development programs in each academic year.



10. IQAC coordinator informed regarding the purchase of books during the academic year 2021- 2022. It was further demanded the details of students and staff members be registered with NDL.

  
Kala O S  
Coordinator,IQAC



  
Dr.D.F Melvin Jose  
PRINCIPAL  
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