



AL AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY

THODUPUZHA

NOTICE

No.AAE/IQAC/07/2021

DATE: 08/08/2021

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

Date: 12/08/2021

Time: 11.00 AM

Venue: IQAC Cell

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

Kala O S

IQAC Coordinator



Dr.D. F Melvin Jose

PRINCIPAL

Principal College of Engineering & Technology

AGENDA OF THE MEETING

1. Academic matters
2. Internal evaluation
3. Internal audit
4. SWOC analysis
5. Co-curricular activities
6. Placement drive



AL AZHAR COLLEGE OF ENGINEERING AND
TECHNOLOGY, THODUPUZHA

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

No.AAE/IQAC/07/2021



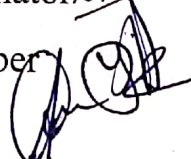



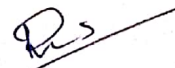
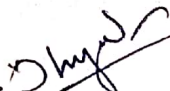
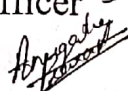
DATE:12 August 2021

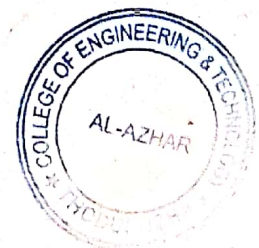
TIME: 11.00 A M

AGENDA OF THE MEETING

1. Academic matters
2. Internal evaluation.
3. Internal audit
4. SWOC Analysis meeting
5. Co-curricular activities
6. Placement drive

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 11.00am and the Principal was chaired. The Principal welcomed all the participants.

The last minutes of the meeting was reviewed and assessed.

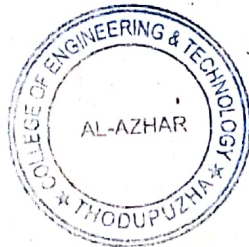
The following points are discussed.

1. Principal informed that sixth semester university examinations will ends on 8th September 2021. Faculties handling Laboratory courses are directed to complete lab experiments, final examination and university mark entry between 9th to 23rd September. Tentative dates for conducting the lab examination is 16th and 17th of September 2021.
2. As per the new schedule received from the university second and fourth semester classes ends on 30th September and university examination starts from the mid of October 2021.
3. Decided to conduct Second series examination for S2 and S4 from 15th to 23rd September 2021.
4. Principal instructed that all faculties having valuation, examination and observer duties should arrange their classes.
5. Decided to conduct a meeting of all HOD's to discuss the points to incorporate in the SWOC analysis for our institution on 16th August 2021 at 2.00pm.
6. It is decided to conduct a quiz competition on October 6th as a part of Gandhi Jayanthi celebration.
7. HOD of Civil Engineering department informed that they will conduct a webinar on 7th October in connection with their association activities.
8. All HOD's are directed to submit the list of textbook (based on 2019 scheme) that is to purchase for upgrading the library.
9. It is decided to conduct the first internal audit on August 16th and second on second week of October.



10. NAAC coordinator informed that all faculties should submit the peer to peer registers and mentors diary to Mrs.Neethu C T (A.P , ECE) for NAAC criteria 2.
11. Decided to keep a student record for 2019 and 2020 batch students. The respective class advisors should take necessary action to complete it at the earliest and maintain the records in a disciplined manner.
12. It is decided to conduct a campus placement drive on 16/9/2021 and 17/9/2021 for 2020 and 2021 passed out batch.
13. Uniform and ID card is compulsory for students when coming for contact classes.
14. Principal informed. that it is mandatory to fill lab in-out register when students coming to labs.
15. Decided to update the details on college website. Mrs.Riya Susan ,HOD, Civil Engineering is the in-charge of website updation.

Kala O S
Coordinator, IQAC




Dr.D.F Melvin Jose
PRINCIPAL
Al-Azhar College of Engineering & Tech
Principal

Action Taken

1. The HODs are directed to issue the lab examination time table and instructed to intimate the students.
2. The second and fourth semester classes ends on 30th September and university examination started from the mid of October 2021.
3. A quiz competition was conducted on October 6th as a part of Gandhi Jayanthi celebration and Sithar Parveen (CS) wins the same
4. A webinar on 7th October in connection with their association activities under the supervision of Civil HOD.
5. The Librarian was instructed to prepare a quotation based on the list given by the faculties.
6. It is decided to conduct second internal audit on 26/10/2021 and report were prepared.
7. NAAC coordinator submitted the peer to peer registers and mentors diary to Mrs. Neethu C T (A.P, ECE) for NAAC criteria 2.
8. Student record for 2019 and 2020 batch students were given to class advisors. The respective class advisors are instructed take necessary action to complete it at the earliest and maintain the records in a disciplined manner.
9. A campus placement drive on 16/9/2021 and 17/9/2021 for 2020 and 2021 passed out batch supervised by Asst. Prof. Rejith Raveendran (AU).
10. Faculties are assigned for morning duty for the monitoring of their complete uniform.
11. The lab in-out register were issued to keep the record of timing of students coming to labs.
12. Mrs.Riya Susan, HOD, Civil Engineering take the in-charge of website updation.

