



AL AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY

THODUPUZHA

NOTICE

No. AAE/IQAC/ 9/2022

DATE: 3/1/2022

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

Date: 6/1/2022

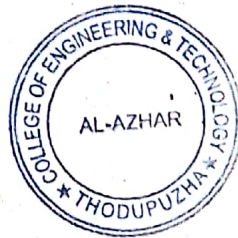
Time: 10.00 AM

Venue: IQAC Room

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

Kala O S

IQAC Coordinator



Dr.D. F Melvin Jose
PRINCIPAL

Al-Azhar College of Engineering & Technology
Principal

AGENDA OF THE MEETING

- Reconstitution of various committees
- Series Exam Question Paper pattern
- Conduction of lab examination
- Department activities
- NAAC Work status
- Internal Audit

Copy to all IQAC members





**AL AZHAR COLLEGE OF ENGINEERING AND
TECHNOLOGY, THODUPUZHA**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

No.AAE/IQAC/09/2022

DATE:6 JANUARY 2022

TIME: 10.00 a m

AGENDA OF THE MEETING

1. Reconstituting of Committee
2. Review of series exam question paper
3. Conduction of Lab examination and project/Seminar presentation
4. Department Association program
5. Updating course diary
6. NAAC criteria review
7. Faculty development program
8. Internal audit

The following members were present:

1. Dr. D.F Melvin Jose-Principal *[Signature]*
2. Prof.Kala O S -IQAC Coordinator *[Signature]*
3. Prof.Harikrishnan M P- Member *[Signature]*
4. Prof.Amal Thomas- Member *[Signature]*
5. Prof.Jojo John - Member *[Signature]*
6. Prof.Anjaly Prasad - Member *[Signature]*
7. Prof.Riya Susan-Member *[Signature]*
8. Adv.Thajudheen S S-Administrative officer *[Signature]*
9. Ms.Anugraha Prasad-Student member *[Signature]*

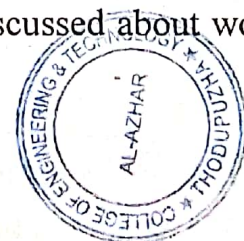


Meeting started at 10.00am and the Principal was chaired. The Principal welcomed all the participants.


The last minutes of the meeting was reviewed and assessed.

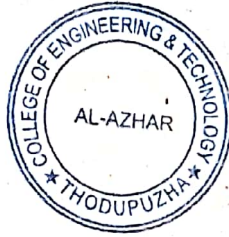
The following points are discussed.


1. Under the supervision of principal various committee were reconstituted. Prof. Neethu C.T (EC), Amal Thomas (ME), Abijith B (ME), Aksharamol G (CE), Ashamol Joseph (EC) were elected as the coordinators of Grievance committee, Discipline and anti-ragging committee, Sports committee, students welfare committee and IEDC cell and intimated to maintain the committee registers by pasting the printouts of notices and minutes.
2. As per the notification from the university, University examination for S7 B Tech starts from 27th January 2022. It is decided to wind up classes on 12th January and Lab examinations and project/Seminar presentation will be conducted on the second week of January.
3. IQAC cell reviewed the submitted second series examination question paper of S7 to examination cell.
4. Discussed about the conduction of Lab examination and project/Seminar presentation.
5. Discussed about the department association program and activates to be carried out.
6. Decided to conduct the first audit on third week of January and second audit on March second week.
7. A detailed discussion for a new course diary pattern is done.
8. Review the current status of NAAC criteria and discussed about work to be completed.



9. Discussed about the webinar to be conducted on 5th February 2022 Saturday a webinar on 'Faculty efficiency enhancement in Teaching Learning Process' organized by IQAC.
10. KTU internal audit is planned to conduct during the last week of February by following NBA pattern.

Kala O S 
Coordinator, IQAC




Dr. D. P. Melvin Jose
PRINCIPAL
Principal, College of Engineering & Technology

Action Taken:

1. The reconstituted members of various committee have decided to keep separate files for proper documentation of the program conducted and filled accordingly.
2. It is decided to change timetable according to the portion coverage given by the faculty of concerned subjects.
3. The question paper is analyzed and it is decided to form a scrutinizing committee in the next meeting and will do the follow up thereafter
4. Intimated the HODs that there will be an lab examination under the supervision of External Examiner allotted by University after theory examination and the HODs are directed to give the lab in charge list to the exam cell for the external examiner duty allocation
5. The IQAC cell instructed to strictly conduct an association program in the coming even semester.
6. The audit was decided to conduct on 27/1/2022 and 17/3/2022 by the committee assigned
7. A copy of Couse diary was given to the HODs and collected their feedback and do the changes thereafter
8. The criteria head is directed to complete the work before the Criteria meeting
9. The FDP was conducted as per the schedule and E-certificate were issued to the attended faculty.

