



College of Engineering Adoor

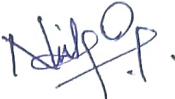
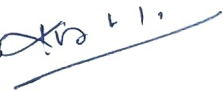
Internal Quality Assurance Cell (IQAC)

Minutes of the internal IQAC meeting held on 11/03/25 at 3:30 pm in conference hall

Agenda

1. Revision of audit parameters in compliance with NBA accreditation
2. Finalizing the dates of KTU internal audit.
3. Academic matters permitted by the chair.

Members Attended

1. Dr. Sunil Kumar K (Chairman) 
2. Smt. Nisha Rajan S (Convenor) 
3. Dr. John George, Professor in EEE 
4. Dr. Jose Mathew, Associate Professor in ME 
5. Dr. Vinod P R, Assistant Professor in CSE 
6. Dr. Venkitaraj K P, Assistant Professor in ME 
7. Sri. Renjith Kumar D, Assistant Professor in EEE
8. Smt. Raji A, Assistant Professor in ECE 
9. Smt. Shiji K V, Associate Professor in Mathematics 

Discussions:

The internal IQAC meeting was conducted on 11/3/2025 in conference hall at 3:30pm. The convenor welcomed all participants. The Principal delivered a brief introductory address highlighting the ongoing academic activities.

After reviewing the students' request, approval has been granted for them to undergo the internships. Students need to submit detailed project plans and should provide weekly progress updates.

The progress of ongoing accreditation activities was reviewed. Members discussed the strategies to address the identified gaps in compliance with accreditation requirements including organizing workshops for the faculty on documentation standards and improving evidence collection for teaching and learning outcomes. Dr. Jose Mathew pointed out the concerning low participation in the accreditation activity. Dr. Sunil Kumar K stated that the cooperation and contribution of all faculty members are essential to complete the accreditation work on time.

The committee analysed the current feedback collection system for students, faculty, and other stakeholders. Dr. Deepa J suggested that faculty feedback, along with the action taken report, should be submitted for the audit. If any faculty member receives a poor performance index, the Head of the Department should take appropriate action to enhance the teaching and learning process. Dr. Jose Mathew expressed concern about the low student participation in completing the faculty feedback. Therefore, it has been decided to allocate time in the computer lab, if needed, to ensure the timely completion of the feedback, with staff advisors assigned to oversee the process.

To enhance academic results, Dr. John George suggested that staff advisors should oversee the academic activities in their respective classes and alert the faculty when necessary. Mr. Renjith Kumar D underlined that, in most cases, the intervention of staff advisors may not be effective, as they are often guest faculty in many classes, while the faculty handling the subjects are senior faculty members. In such situations, guest faculty may not be in a position to advise the senior faculty members. Mrs. Shiji K V emphasized the importance of individual attention for improving the results. Dr. John George and Mr. Manoj T supported the suggestion. Dr. Venkitaraj K P suggested that effective remedial sessions to be provided for the weaker students. He pointed out that lateral entry students' performance in mathematics is very poor. Mr. Renjith Kumar D stated that students should express their concerns and grievances appropriately in an open forum to improve the teaching and learning process. The Chairman proposed initiatives to enhance academic results and placement performance by organizing remedial classes for academically weaker students, conducting mock interviews and aptitude tests for final-year students and strengthening collaboration with industry partners for better placement opportunities. Placement officers were tasked with increasing engagement with recruiters and hosting career fairs. Mr. Sigimon suggested offering domain-specific, industry-related projects to students. Mr. Manoj T offered his support in providing industry-oriented projects at BSNL for the final-year students. The convenor thanked all the members for their active participation and emphasized the importance of implementing the discussed action plans in a timely manner. The meeting concluded at 9:30 pm.

Decisions Taken: