

College of Engineering Adoor

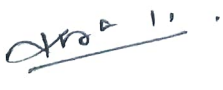
Internal Quality Assurance Cell (IQAC)

Minutes of the internal IQAC meeting held on 14/10/25 at 2 00 pm in the conference hall.

Agenda

1. Scrutiny of the Academic Calendar
2. Discussion on the First Internal Academic Auditing
3. Scrutiny of the Internal Examination Question Papers
4. Revamping of IQAC
5. Discussion on Student Quality Improvement
6. Any other matters permitted by the Chair

Members Attended

1. Dr. Nisha Kuruvilla (Chairperson) 
2. Dr. John George (Dean) 
3. Smt. Nisha Rajan S (Coordinator) 
4. Dr. Jose Mathew, (Member) 
5. Dr. Murali V S, (Member) 
6. Dr. Vinod P R, (Member) 
7. Dr. Venkitaraj K P, (Member) 
8. Sri. Shibu J, (Member)
9. Smt. Raji A, (Member) 
10. Smt. Shiji K V, (Member) 
11. Smt. S S Vijaya, (Member)

Discussions:

The Internal Quality Assurance Cell (IQAC) convened a meeting on 14 October 2025 at 2.00 PM in the Conference Hall to review the ongoing academic and administrative processes, evaluate the decisions taken and actions implemented based on the previous IQAC meeting and discuss measures for continuous quality improvement. The IQAC Coordinator welcomed all the members to the meeting. The Principal, Dr. Nisha Kuruvilla, delivered a brief introductory address highlighting the ongoing academic activities and emphasising the need for effective monitoring and timely implementation of academic and quality assurance initiatives.

The following agenda items were discussed:

Agenda 1: Scrutiny of the Academic Calendar

The IQAC Coordinator presented the draft academic calendar for scrutiny and discussion. The members reviewed the proposed academic calendar and discussed the inclusion of tentative dates for various academic, co-curricular and institutional activities. It was observed that some committee in-charges had not yet submitted the tentative dates of their proposed events. The Principal directed that the tentative dates of all events and activities should be collected well in advance, preferably at the beginning of the semester itself, to facilitate the timely preparation and finalisation of the academic calendar. Prof. Raji A, in charge of the IEEE Student Chapter, informed the committee that most of the activities of the chapter had already been scheduled and that the tentative dates had been communicated in advance for incorporation into the academic calendar. Dr. John George suggested that the dates proposed for conducting the internal academic audits should also be incorporated into the academic calendar. Dr. Vinod P R shared the details of the academic and other activities proposed to be conducted by the Department of Computer Science. The IQAC Coordinator assured the members that all the revisions and suggestions raised during the discussion would be incorporated and that the revised academic calendar would be finalised and published at the earliest.

Action Points:

1. All committee in-charges shall submit the tentative dates of their respective activities at the beginning of the semester.
2. The dates of internal academic audits shall be included in the academic calendar.

3. The IQAC Coordinator shall incorporate the necessary revisions and publish the finalised academic calendar at the earliest.

Agenda 2: Discussion on the First Internal Academic Auditing

The meeting discussed the conduct and implementation of the Internal Academic Auditing process. The Principal entrusted the responsibility of reviewing and revising the existing KTU academic audit parameters to a committee headed by Dr. Jose Mathew. The committee was directed to review the parameters and finalise the revised academic audit framework on or before 22/10/2025. The Principal further emphasised that the Dean shall be responsible for monitoring and coordinating academic activities and for overseeing student-related and institutional quality assurance initiatives. The members discussed the need for systematic and effective academic auditing to ensure compliance with academic requirements and to strengthen the quality of teaching-learning processes.

Action Points:

1. A committee headed by Dr. Jose Mathew shall review and revise the KTU academic audit parameters.
2. The revised academic audit parameters shall be finalised on or before 22/10/2025.
3. The Dean shall monitor and coordinate academic activities and student- and institution-level quality assurance initiatives.
4. The academic auditing process shall be strengthened to ensure effective monitoring and continuous improvement.

Agenda 3: Scrutiny of the Internal Examination Question Papers

The meeting discussed the procedures related to the preparation and scrutiny of Internal Examination question papers. The Principal emphasised that the first series examination question papers should be prepared by the faculty members within two weeks of the commencement of classes. It was also directed that the question papers for the second series examination should be submitted to the Scrutiny Committee and DQAC within two weeks after the completion of the first series examination. The Principal further directed that evaluated assignments should be returned to students at least one week before the commencement of the series examinations. It was decided that a faculty meeting should be convened at the earliest to discuss and implement these academic procedures.

Dr. Jose Mathew emphasised the need for proper scrutiny of internal examination question papers. He suggested that question papers may be selected randomly from

a properly maintained question bank to ensure quality and fairness. Dr. Vinod P R supported the suggestion regarding the random selection of questions from a question bank.

Dr. John George suggested that assignments given to students should, as far as possible, be problem-based rather than purely theoretical, enabling students to develop problem-solving skills and reducing the possibility of simply copying answers from others. He further suggested that the HODs should constitute Question Paper Scrutiny Committees, wherever such committees had not already been formed. The scrutinised question papers should be forwarded to the Examination Cell by the respective HODs after obtaining approval from the DQAC. Prof. Raji A suggested that prompt and appropriate measures should be adopted to prevent and address malpractices during examinations. Prof. Shibu J suggested assigning squad duty to effectively monitor the examination process. The suggestion was supported by all the faculty members present.

Action Points:

1. Faculty members shall prepare the first series examination question papers within two weeks of the commencement of classes.
2. The second series question papers shall be submitted to the Scrutiny Committee and DQAC within two weeks after the first series examination.
3. Evaluated assignments shall be returned to students at least one week before the series examinations.
4. A faculty meeting shall be convened at the earliest to discuss and implement the above academic procedures.
5. Question papers shall be subjected to proper scrutiny before the examinations.
6. The feasibility of selecting questions randomly from a question bank shall be explored.
7. Assignments shall, as far as possible, be designed to be problem-based and application-oriented.
8. HODs shall constitute Question Paper Scrutiny Committees, wherever required, and ensure that the scrutinised question papers are forwarded to the Examination Cell after DQAC approval.
9. Appropriate measures shall be adopted to prevent examination malpractices.
10. Squad duty shall be assigned for effective monitoring of the examination process.

Agenda 4: Revamping of IQAC

The meeting discussed measures for strengthening and revamping the functioning of the Internal Quality Assurance Cell. The IQAC Coordinator informed the members that, following the transfer of Prof. Renjith Kumar D, a suitable faculty member needed to be nominated in his place. After discussion, Dr. Arun Prasad was nominated as the faculty member in his place. The Principal further suggested that the General Secretary of the Senate be included as the student member of the IQAC to ensure student participation in quality assurance activities. The need to strengthen the functioning of the IQAC and ensure effective participation of faculty and students in quality improvement initiatives was also emphasised.

Action Points:

1. Dr. Arun Prasad was nominated in place of Prof. Renjith Kumar D.
2. The General Secretary of the Senate shall be included as the student member of the IQAC.
3. The composition and functioning of the IQAC shall be strengthened to ensure effective participation and implementation of quality assurance initiatives.

Agenda 5: Discussion on Student Quality Improvement

The meeting discussed various measures for improving the academic performance and overall quality of students. The Principal emphasised that Class Committee Meetings should be conducted promptly and that the minutes of the meetings should be discussed with the respective HOD and faculty members concerned. Necessary remedial measures should be initiated to ensure that students achieve the required minimum sessional marks. Dr. Venkitaraj K P pointed out that many hostellers were arriving late to classes. In response, the Principal assured the members that a committee would be constituted to monitor the attendance and punctuality of hostellers. The committee would also examine whether students were unnecessarily remaining in the hostel during class hours. The Principal further directed that the Student Grievance Redressal Cell should monitor the academic performance of hostellers and take appropriate measures wherever necessary. Dr. Murali V S and Prof. Shiji suggested that a final Class Committee Meeting should be conducted before the finalisation of sessional marks. Dr. John George suggested that the third Class Committee Meeting should be conducted in the presence of the respective HODs. He further suggested that the details and recommendations of the meeting should be communicated to the Dean and the Principal before the sessional marks are uploaded.

To improve the quality of students, Dr. John George recommended strengthening the activities of various academic and professional bodies. He also suggested that all HODs should conduct and monitor remedial classes to support and improve the academic performance of weaker students. The discussions emphasised the importance of continuous academic monitoring, timely intervention, student mentoring, remedial teaching, and active engagement of students in academic and professional activities.

Action Points:

1. Class Committee Meetings shall be conducted as per the prescribed schedule, and the minutes shall be discussed with the respective HODs and faculty members concerned.
 2. Appropriate measures shall be taken to ensure that students achieve the required minimum sessional marks.
 3. A committee shall be constituted to monitor the attendance and punctuality of hostellers and to identify students who remain in the hostel during class hours without valid reasons.
 4. The Student Grievance Redressal Cell shall monitor the academic performance of hostellers.
 5. A final Class Committee Meeting shall be conducted before the finalisation of sessional marks.
 6. The third-Class Committee Meeting shall be conducted in the presence of the respective HODs.
 7. The proceedings and recommendations of the third-Class Committee Meeting shall be communicated to the Dean and the Principal before uploading the sessional marks.
 8. The activities of academic and professional bodies shall be strengthened to enhance student quality and professional development.
 9. HODs shall conduct and monitor remedial classes for academically weaker students.
- The discussions on all the agenda items were fruitful and constructive. The members actively participated in the discussions and offered valuable suggestions for strengthening academic processes, internal examination procedures, quality assurance mechanisms, and student development initiatives. The meeting concluded at 4:30 PM with a vote of thanks to all the members for their active participation and valuable contributions.

Decisions of the IQAC meeting held on 14/10/'25.

1. The IQAC Cell has been reconstituted with the inclusion of the following members in place of the former members who have been transferred from the institution:
Dr. Murali V. S. (Department of Applied Science) and Dr. Arun Prasad (Department of EEE).
2. From the next semester onwards, the assignments shall be given before the Series Examination, and its evaluation shall be completed at least one week prior to the corresponding examination. Assignment questions **should preferably be problem-based or project-oriented, avoiding lengthy theoretical questions.** However, faculty members may modify the question pattern as deemed appropriate in alignment with the syllabus.
3. The **format for the internal examination question paper scrutiny report** has been approved.
4. The scrutiny of the **First Series question paper** covering Modules 1 and 2 shall be completed within **two weeks of the commencement of classes.** The question paper for the **Second Series**, covering Modules 3 and 4, shall be submitted to the Head of the Department **within one week after the completion of the First Series.**
5. The series question papers shall be **forwarded to the respective HODs, and the scrutiny shall be carried out by the departmental scrutiny committee designated by the HODs.**
6. All the **HODs** are entrusted with the responsibility of constituting **Module Coordinators and Department-level Quality Assurance Cells (DQAC),** if not already in place.
7. In addition to addressing the student complaints, **the Student Grievance and Redressal Cell shall also monitor the conduct and academic performance of the hostellers,** as frequent instances of lateness and absence have been observed. Appropriate remedial measures may be implemented to enhance both the academic performance and personal discipline of the hostellers.
8. The **Dean will be in charge of monitoring and controlling all the academic activities, and of coordinating all student and institutional quality assurance initiatives.**
9. **Internal IQAC meetings** shall be conducted at the **beginning of each semester,** while **external IQAC meetings** shall be held during the **odd semester break of every academic year.**
10. **The revision of KTU academic audit parameters and the faculty file checklist shall be undertaken** by a committee led by Dr. Jose Mathew, which will finalize the same on **or before 22/10/2025.**

11. College professional body activities and college-level cultural programmes shall preferably be conducted on Saturdays or after 4:30pm, ensuring that the academic schedule of the students remains unaffected.
12. The Class Committee Meeting shall be convened as per KTU regulations, and the suggestions from the student community shall be communicated to the faculty members handling the courses by the Staff Advisor in the presence of the Head of the Department.
13. The final Class Committee Meeting, prior to the finalization of internal marks, shall be conducted in the presence of the Head of the Department, and the details shall be communicated to the Dean (Academics) and the Principal before uploading the marks. This process shall be completed at least two days before the date scheduled by the University, to allow sufficient time for making any necessary corrections or actions, if required.
14. A meeting of the regular faculty members, convened by the Principal, shall be held in the last week of October 2025 (after the uploading of internal marks) to discuss and finalize the decisions of the IQAC.


IQAC Coordinator


Dean


Principal