



College of Engineering Adoor

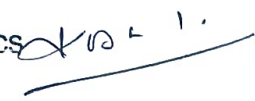
Internal Quality Assurance Cell (IQAC)

Minutes of the internal IQAC meeting held on 28/11/24 at 3:00 pm in conference hall.

Agenda

1. Scheduling the external IQAC meeting and finalizing the agenda.
2. Finalizing the dates of KTU internal audit.
3. Revising series question paper format.
4. Review of academic activities in the current semester.
5. Evaluation of the internship proposals submitted by S8 students.
6. Discussion on feedback collection from stake holders.
7. Other 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. Sri. Shibu J, Associate 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 Quality Assurance Cell (IQAC) convened its meeting on 28/11/24 in conference hall at 3:00 pm with the objective of discussing key quality enhancement initiatives and reviewing ongoing academic and administrative processes. The

meeting aimed to evaluate progress on previous action items, plan upcoming quality assurance activities, and ensure alignment with institutional goals and regulatory standards. The convenor welcomed all participants. The Principal delivered a brief introductory address highlighting the ongoing academic activities.

The members discussed potential dates for the upcoming external IQAC meeting. Dr. Jose Mathew proposed conducting the external IQAC meeting in the first week of December 2024. Following this, Dr. Sunil Kumar K suggested holding the meeting on the evening of 5th December 2024 and sought the members' opinion regarding their availability. All members expressed their agreement with the proposed date. The convenor informed the committee that the date would be finalized upon receiving confirmation from the external members. The tentative agenda for the meeting was also reviewed and suggestions were invited. Finalization of the agenda was delegated to the IQAC Convenor in consultation with the Chair.

The committee discussed the schedule for the internal academic audit as per the guidelines of APJ Abdul Kalam Technological University. After deliberation, it was decided to conduct the audit on 12th, 13th and 16th December 2024. The departments will be informed accordingly to ensure timely preparedness.

A proposal to revise the format of the internal series examination question papers was tabled. Members discussed adopting a more outcome-based structure, aligning with Bloom's taxonomy. Dr. Jose Mathew and Dr. John George proposed continuing the use of the EzyGo app with a revised, standardized format applicable to all departments. A brief review of the academic progress was presented. Most departments have completed a substantial portion of the syllabus, and internal assessments are being conducted as per the schedule. Dr. Venkitaraj K. P. emphasized the need to plan academic activities with a focus on accreditation requirements. The Principal concurred and further suggested enhancing student engagement and increasing activities that go beyond the prescribed syllabus. The internship proposals submitted by the students were evaluated and it was decided to present them to the external IQAC members for the final approval.

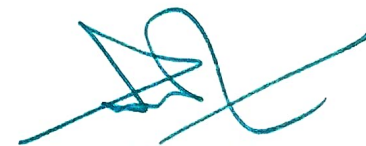
The importance of collecting structured feedback from students, parents, alumni, and employers was emphasized. Dr. Jose Mathew highlighted the concerning low response rate from students. The committee resolved to initiate the feedback

collection process before the end of the semester, entrusting staff advisors with the responsibility of ensuring timely student participation. The IQAC will oversee the development. The Chair suggested exploring the possibility of hosting a national/ international level conference in the upcoming semester especially to the mechanical department. A proposal to initiate a mentoring program for academically weak students was discussed. It was also decided to enhance documentation practices across all departments in order to improve preparedness for NBA accreditation.

Decisions Taken:

1. External IQAC meeting is decided to conduct on 05/12/2024.
2. KTU internal audit will be conducted from 12/12/24 to 16/12/24.
3. For the internal examinations, a unified format was finalized for the students under the 2024 scheme.
4. Internship proposal submitted by the S8 students were decided to present before the external IQAC members for the final approval.
5. It is decided to conduct the feedback collection process before the end of the semester, entrusting staff advisors with the responsibility of ensuring timely student participation.
6. It was also decided to enhance documentation practices across all departments in order to improve preparedness for NBA accreditation.


Smt. Nisha Rajan S
Convenor


Dr. Sunil Kumar K
Principal