



College of Engineering Adoor

Internal Quality Assurance Cell (IQAC)

Minutes of the internal IQAC meeting held on 30/03/26 at 1:00 pm in the conference hall.

Agenda

1. KIRF Ranking 2025.
2. Internal Academic Audit.
3. Discussions on the Accreditation Process.
4. Review of academic activities
5. Any other matter 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 30 March 2026 at 1:00 PM in the Conference Hall to review the ongoing academic and quality assurance activities and to discuss the measures for strengthening the institution's academic performance, internal academic auditing, accreditation preparedness, and other quality enhancement initiatives.

The IQAC Coordinator welcomed all the members to the meeting. The meeting commenced with a brief introductory address by the Principal, who highlighted the importance of continuous quality improvement and effective implementation of academic and institutional quality assurance activities.

The following agenda items were discussed:

Agenda 1: KIRF Ranking 2025

The IQAC Coordinator congratulated Dr. Vinod P R for his significant contribution to the systematic collection and compilation of institutional data required for the Kerala Institutional Ranking Framework (KIRF) Ranking 2025. The Principal and the Dean appreciated the efforts of Dr. Vinod P R and congratulated the entire team for the institution's achievement of securing the 50th position in the KIRF Ranking 2025. The members acknowledged the collective efforts involved in the preparation and submission of institutional data and emphasised the need to sustain and further improve the institution's performance in future rankings.

Action Point:

- The institution shall continue to strengthen systematic data collection, documentation, and quality improvement initiatives to improve its position in future KIRF rankings.

Agenda 2: Internal Academic Audit

The IQAC Coordinator informed the members that, as part of the preparations for the Internal Academic Audit, Google Forms had been circulated among the faculty members and HODs to collect department-specific information and data. The draft format of the Internal Academic Audit Parameters was presented before the members for discussion and approval. The proposed format consisted of the following three major sections:

1. Department General Information
2. Programme-Specific ABCD Files
3. Academic Files

Dr. Jose Mathew suggested certain revisions to the proposed format. After incorporating the suggestions and necessary modifications, the members approved the revised format. Dr. John George informed the members that the Internal Academic Audit was scheduled to be conducted from 27/04/2026 to 29/04/2026. It was informed that the official notice regarding the audit, along with the details of the

audit committee members, would be published in due course. The members were informed that the academic audit shall be conducted through the EzyGo application. The IQAC Coordinator directed that all faculty members should submit sample copies of answer scripts and assignments/projects for academic auditing. The respective HODs were instructed to prepare and maintain the programme-specific files required for the audit.

Action Points:

1. The revised Internal Academic Audit format, comprising Department General Information, Programme-Specific ABCD Files, and Academic Files, was approved.
2. The Internal Academic Audit shall be conducted from 27/04/2026 to 29/04/2026.
3. The notice regarding the audit and the constitution of the audit committee shall be published in due course.
4. The academic audit shall be carried out through the EzyGo application.
5. All faculty members shall submit sample copies of answer scripts and assignments/projects required for auditing.
6. All HODs shall prepare the required programme-specific files before the commencement of the audit.
7. Faculty members and HODs shall ensure that all relevant academic records and supporting documents are updated and readily available for verification.

Agenda 3: Discussions on the Accreditation Process

The Principal and the Dean emphasised the need to strengthen the institution's accreditation-related activities through systematic monitoring and periodic review. It was suggested that a Periodic Review Committee be constituted to regularly monitor the progress of accreditation-related activities, identify gaps, and ensure timely completion of the required documentation and quality enhancement measures. In view of the anticipated accreditation visit, the members discussed the need to ensure that all laboratory-related documentation is updated. It was specifically emphasised that laboratory manuals should be reviewed and updated to reflect the current curriculum, experiments, procedures and academic requirements.

Action Points:

1. Accreditation-related activities shall be strengthened through systematic monitoring and periodic review.
2. A Periodic Review Committee shall monitor the progress of accreditation-related activities.
3. All departments shall ensure that the required accreditation-related records and documents are updated.

4. Laboratory manuals shall be reviewed and updated in preparation for the accreditation visit.
5. Departments shall ensure that the updated laboratory manuals and other supporting documents are properly maintained and readily available for verification.

Agenda 4: Review of Academic Activities

The members discussed various academic matters related to improving the quality of teaching-learning processes and strengthening student performance. Dr. John George highlighted the need to improve the academic performance of students and emphasised the importance of implementing effective measures to strengthen their academic levels. The members discussed the need for continuous academic monitoring, timely identification of academically weaker students, and appropriate interventions to improve overall student performance. The members also discussed the need for uniformity and standardisation in the presentation of academic documents.

Prof. Raji suggested that a common template and uniform guidelines should be adopted for the cover pages of seminar and project reports across departments. The following colour preferences were discussed:

- Electronics and Communication Engineering: Sky Blue
- Mechanical Engineering: White
- Computer Science and Engineering: Black
- Electrical and Electronics Engineering: Ivory

The suggestion for adopting department-specific standardised cover-page colours was discussed as a means of ensuring uniformity and easy identification of seminar and project reports. The meeting also discussed the need to formulate guidelines and norms for examination duties. Based on the suggestion of Prof. Shibu J, the Principal proposed that appropriate guidelines and norms governing the allocation and conduct of examination duties should be prepared. It was decided that HODs and Placement Coordinators would be exempted from regular examination duties and would instead be assigned squad duties, as required. The Principal further emphasised that examination duties should preferably be distributed based on the designation of faculty members in a 3:2:1 ratio. The proposal was supported by all faculty members present.

Dr. Murali V S suggested that students should be permitted to leave the examination hall only after 30 minutes before the scheduled completion of the examination.

Action Points:

1. Appropriate measures shall be implemented to improve the academic performance of students.

2. Departments shall strengthen academic monitoring and student support mechanisms.
3. A common template and guidelines shall be developed for the cover pages of seminar and project reports.
4. The department-wise cover-page colours discussed in the meeting shall be considered for standardisation.
5. Guidelines and norms for the allocation and conduct of examination duties shall be prepared.
6. HODs and Placement Coordinators shall be exempted from regular examination duties and shall be assigned squad duties, as required.
7. Examination duties shall preferably be distributed based on faculty designation in a 3:2:1 ratio.
8. The proposal that students be permitted to leave the examination hall only during the last 30 minutes of the examination shall be considered and incorporated into the examination guidelines, as appropriate.

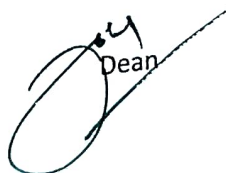
Agenda 5: Any Other Matter Permitted by the Chair

Under this agenda, the members discussed matters related to the standardisation of academic documentation and quality assurance practices. The members reiterated the importance of maintaining uniformity in academic documentation across departments and ensuring that all academic and quality assurance records are systematically maintained. The Principal and the Dean further emphasised that all departments should actively contribute to the institution's quality enhancement and accreditation preparedness initiatives. Regular monitoring and timely corrective measures should be undertaken to ensure continuous improvement. The members actively participated in the deliberations and provided valuable suggestions for strengthening the institution's academic performance, internal academic audit process, accreditation preparedness, examination procedures and overall quality assurance mechanisms. The meeting concluded at 4:20 pm.

Important Decisions/Discussions on the IQAC meeting held on 30/3/'26

1. The IQAC committee has been reconstituted due to the transfer of a member from the EEE Department. The revamped committee includes Dr. Bindu C J, Professor (EEE), and the General Secretary of the College Union as the student representative.
2. A common template will be adopted across the college for the cover pages of assignments, project reports, and seminar reports. The cover page colours are standardised as follows:
Mechanical Department – White
Electronics and Communication (EC) Department – Sky Blue
Electrical and Electronics Engineering (EEE) Department – Ivory (Golden Glossy)
Computer Science (CS) Department – Black
3. All data required for institutional auditing will be collected through a Google Form. All concerned are instructed to complete the submission within the stipulated time without fail.
4. Academic audits using the Ezygo app will be conducted by the IQAC of the respective departments.
5. The Dean will constitute the Internal Audit Committee.
6. The IQAC will prepare guidelines and norms regarding the examination duties, hall arrangements and related procedures.
7. Invigilation duties will be assigned based on designation, preferably following a 3:2:1 ratio.
8. HODs and CGPU Coordinators are exempted from the regular invigilation duties. They will instead be assigned squad duties along with the reserve invigilators.
9. Students will be permitted to leave the examination hall 30 minutes before the end of the exam.
10. Updating of lab manuals must be completed at the earliest.


IQAC Coordinator


Dean


Principal