



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Affiliated to APJ Abdul Kalam
Technological University
(Owned by Adi Sankara Trust)

MoM & ACTION TAKEN REPORT

2022 - 2023





Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University

Vidya Bhurathi Nagar, Kalady, Ernakulam, Kerala

www.adishankara.ac.in

INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2022/01

Date: 10 August 2022

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 10 August 2022	
Name of the Facilitator: IQAC Head Prof:Dr.Jayasree Santhosh		Time: 10.30AM- 11.30AM	
Meeting type: Scheduled /Unscheduled		Venue: CSE Seminar Hall	
Attendees	Designation	Department	Signature
Prof : Dr.Jayasree Santhosh	IQAC Head		
Dr. Lekha H	Associate Professor	MBA	
Mrs. Ganga Devi T R	Associate Professor (Member Secretary)	BSH	
Mrs. Divya V Chandran	Assistant Professor	ECE	
Mr. Abhishek Kumar	Assistant Professor	CE	
Mr. Eldho Mathew	Assistant Professor	ME	
Mrs. Archana Aniyar	Assistant Professor	ECE	
Mr. Prajeesh P A	Assistant Professor	ECE	
Mrs. Rajitha A R	Assistant Professor	EEE	
Deliberations			
Agenda:			
1.Activities towards commencement of new semester			

Discussions

The meeting started with the introduction by the new IQAC Head.

1. Discussed the conduct of the Closing Audit for the last completed semester (Even).
2. All odd Semesters will commence from September 2022
(S3 & S7- 12/9/22, S5- 22/9/22 - latest information as of now from KTU)
3. IQAC activities for all new semesters (Odd) are as follows:
 - a) Calendar announcement by KTU
 - b) On the basis of KTU Calendar, prepare College Calendar
 - c) On the basis of College Calendar, prepare Department Calendar
 - d) CDM finalization, Question Bank preparation as per university question pattern
 - e) Preparatory audit by Department IQAC coordinator

After the commencement of the semester:

- f) Confidence level feedback survey from students (just before the Series 1 exam)
- g) One week before Series 1, Question paper pattern to be shared with the students (It should be aligned with University subject pattern, which should be ensured by the Department examination cell. Proper documentation of the same should be ensured by the IQAC department Coordinator)

Series 1 [to be conducted 1 week before KTU proposed date]

- h) Result analysis to be done within one & half week after the Series 1 exam
- i) Assessment of Teachers by students [mid semester feedback survey]
- j) Expected Result Analysis-1 by teachers
- k) One week before Series 2, Question paper pattern to be shared with the students (It should be aligned with University subject pattern, which should be ensured by the Department examination cell. Proper documentation of the same should be ensured by the IQAC department Coordinator)

Series 2 [to be conducted 1 week before KTU proposed date]

- l) Result analysis within one and half week after the Series 2 exam
- m) Assessment of Teachers by students [end semester feedback survey]
- n) Expected result analysis-2 by teachers

- o) Subject feedback (Course Exit Survey)
- p) Conduct internal audit and closing audit (Interdepartmental)

After KTU Exam:

Question paper performance survey to be conducted by faculty [online survey]

KTU External Audit

- r) Final Year Students: Programme Exit Survey

Proposed Suggestions on Retests & Remedials:

1. Conduct of assessment tests as per University Question paper pattern
2. Retests to be for improvement & Absentees
3. Dedicated schedule for the remedial test after the second internal assessment test
4. Based on the student's performance, Remedial classes can be planned for 10 days

Prepared by: Gangadevi, Member Secretary

Date: 11/08/2022

Issued by: Prof : Dr.Jayasree Santhosh, IQAC Head

IQAC
Adi Shankara Institute of Engineering & Technology
Vidya Bharathi Nagar Maitoor, Kalady- 683574



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University
Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala
www.adishankara.ac.in

ASIET/IQAC/2022/01

Date: 12.08.22

Action Taken Report

Name of the meeting: IQAC Meeting	Date: 10 August 2022
-----------------------------------	----------------------

Sl. No	Discussions	Action Taken
1	Conduct of the Closing Audit	Scheduled the date
2	Activities for the next semester	Consolidated and fixed the dates
3	Suggestions for the Programme Exit Survey format is discussed	Will finalise it in the next meeting

IQAC, ASIET
IQAC

Adi Shankara Institute of Engineering & Technology
Vidya Bharathi Nagar Mattoor, Kalady- 683574



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University

Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala

www.adishankara.ac.in

INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2022/02

Date: 17 August 2022

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 17 August 2022	
Name of the Facilitator: IQAC Head Prof:Dr.Jayasree Santhosh		Time: 10.00AM- 11.45AM	
Meeting type: Scheduled /Unscheduled		Venue: Principal Board Room	
Attendees	Designation	Department	Signature
Prof : Dr.Jayasree Santhosh	IQAC Head		
Prof. Dr. Suresh Kumar V	Principal		
Prof. R Rajaram	HOD	CSE	
Prof. Dr. Bipin P R	Associate Professor	ECE	
Prof. Dr. Jeju M Issac	Professor	ME	
Dr. Lekha H	Associate Professor	MBA	
Mrs. Divya V Chandran	Assistant Professor, IQAC core team member	ECE	
Mr. Sumesh M S	Assistant Professor, IQAC core team member	CSE	
Mrs. Glydin P A	Assistant Professor	CE	
Mrs. Leena C L	Assistant Professor	BSH	
Mr. Prajeesh P A	Assistant Professor	ECE	
Mrs. Nayana J	Assistant Professor	EEE	
Mrs. Divya K S	Assistant Professor	CSE	
Mrs. Vinila M L	Assistant Professor	RA	

Deliberations

Agenda:

1. Planning for the upcoming semester
2. Finalization of different formats related to the academic activities

Discussions

1. Discussed existing CDM Format.
2. Prof. R Rajaram suggested to include: an index for version number, review comments from stream coordinators, CO attainment value and API
3. Discussed about the importance of version and revision number of the course, how the gap identification and the content beyond syllabus can be improvised.
4. Discussed about modifying the Version number by an indexing which includes Scheme, Semester, Subject code, Version number and Revision number.
5. Prof. R Rajaram pointed out how the POs can be maximized by incorporating relevant activities, like Invited talks, MOOC courses, Lab sessions, Presentations and Seminars in CDM. This has to be reviewed by the stream coordinators and finalized by the Academic Head.
6. In Content beyond syllabus, add-on courses (of more than 30 hours) and embedded courses (e.g.: workshops, lecture series) related to research, professional and industry requirements are more preferred to be included. For all Add-on courses, separate CDM should be maintained.
7. The members suggested a meeting with Linways team for knowledge enhancement related to the subject's CO-PO attainment, OBE and the same is proposed to be conducted next week. Date will be informed officially later.
8. Finalized the Program exit survey format.
9. Decided the submission of question papers along with the scheme, for the internal Assessment Tests 1 & 2 (in university pattern, subject specific) within 1 month from the commencement of each semesters, to Exam cell through Department Exam cell, after vetting through the Academic Head and IQAC Department coordinators.

Issued by: IQAC
Prof : Dr.Jayasree Santhosh, IQAC Head

Date: 17/08/2022

IQAC
Adi Shankara Institute of Engineering & Technology
Vidya Bharathi Nagar, Muttur, Kalady- 683574



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University
Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala
www.adishankara.ac.in

ASIET/IQAC/2022/02

Date: 19.08.22

Action Taken Report

Name of the meeting: IQAC Meeting	Date: 17 August 2022
-----------------------------------	----------------------

Sl No	Discussions	Action Taken
1	Programme Exit Survey format	Finalised
2	CDM format	Finalised

IQAC, ASIET
IQAC

Adi Shankara Institute of Engineering & Technology
Vidya Bharathi Nagar Mattoor, Kalady-683574



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University

Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala

www.adishankara.ac.in

INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2022/03

Date: 29th August 2022

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 29th August 2022	
Name of the Facilitator: IQAC Head Prof.Dr.Jayasree Santhosh		Time: 1.30 PM- 4 PM	
Meeting type: Scheduled /Unscheduled		Venue: Principal Board Room	
Attendees	Designation	Department	Signature
Prof : Dr.Jayasree Santhosh	IQAC Head		
Mrs. Divya V Chandran	Assistant Professor, IQAC core team member	ECE	
Mr. Sumesh M S	Assistant Professor, IQAC core team member	CSE	
Abhishek Kumar A A		CE	
Mr. Prajeesh P A	Assistant Professor	ECE	
Mrs. Nayana J	Assistant Professor	EEE	
Mrs. Savithry K S	Assistant Professor	BSH	
Mrs. Vinila M L	Assistant Professor	RA	
Ms. Simi M S	"	CSE	
Deliberations			
Agenda: 1. Academic Data uploading in Linways regarding 2. Revision of existing Course Journal [Theory & Lab]			

Discussions

1. Relevance of data uploading both manually & in Linways
2. Suggestions/Revisions proposed in Course Journal for both Theory & Lab

Course Journal – Theory

Attendance marking is mandatory in Linways [Print outs for the same can be attached later in Course Journal assuring softcopy backup taken daily by concerned faculty]

Semester Calendar Page: Activities are Listed/Provided

Internal assessment mark page:

Moule 1,3,5 – to be conducted mandatory

Internal assessment 1 [Module 1-2]

Internal assessment 2 [Module 3-4]

Retests to be done for all Modules [1-5]

Lecture Log: either Manual entry or attach printouts of details entered in Linways for the same, assuring softcopy backup taken daily by concerned faculty)

Course Survey Report: Kindly note the indexing and do provide comments accordingly. [A-Aligned, MC – Minor Change, NC- Non-Conformance, D – Deviation]

Impact analysis page:

Proposed to make the same calculations to be followed for CO-PO achievement/Target setting across all Departments.

Course Journal – LAB

Changes done as per 2019 KTU specified format.

Impact analysis page:

Proposed to make the same calculations to be followed for CO-PO achievement/Target setting across all Departments.

3. The new Course Journal will be made available to faculty to use in coimg odd Semesters

Issued by: IQAC, ASIET

Date: 29/08/2022

Prof : Dr.Jayasree Santhosh, IQAC Head

IQAC
All Shantara Institute of Engineering & Technology
Vidya Bharathi Nagar Mahanor, Kalyan - 425374



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University
Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala
www.adishankara.ac.in

ASIET/IQAC/2022/02

Date: 9th September 2022

Action Taken Report

Name of the meeting: IQAC Meeting	Date: 29th August 2022
-----------------------------------	------------------------

Sl. No	Discussions	Action Taken
1	Suggestions/Revisions proposed in Course Journal for both Theory & Lab	Revisions are done
2	New Course Journal	Issued New course journal

IQAC, ASIET

IQAC

Adi Shankara Institute of Engineering & Technology
Vidya Bharathi Nagar Mattoor, Kalady- 683574



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University

Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala

www.adishankara.ac.in

INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2022/08

Date: 13 September 2022

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 13 September 2022	
Name of the Facilitator: IQAC Head Prof.Dr.Jayasree Santhosh		Time: 10.45AM- 12PM	
Meeting type: Scheduled /Unscheduled		Venue: Principal Board Room	
Attendees	Designation	Department	Signature
Prof : Dr.Jayasree Santhosh	IQAC Head		
Prof. Dr. Suresh Kumar V	Principal		
Prof. R Rajaram	HOD	CSE	
Prof. Bobby	HOD	ECE	
Prof. Gomathy S	HOD	EEE	
Dr. Jayasree T G	HOD	BSH	
Dr. Anitha Thomas	HOD	MBA	
Prof. Aneesh P C	HOD	CE	
Dr. Lekha H	Associate Professor	MBA	
Dr. Ganga Devi T R	Associate Professor	BSH	
Prof. Dr. Bipin P R	Associate Professor	ECE	
Mr. Eldho Mathew	Assistant Professor	ME	
Mrs. Lakshmi M Hari	Assistant Professor	EBE	
Mrs. Anitha P	Associate Professor	EEE	
Mrs. Divya V Chandran	Assistant Professor, IQAC core team member	ECE	
Mr. Sumesh M S	Assistant Professor, IQAC core team member	CSE	
Mr. Abhishek	Assistant Professor	CE	
Mrs. Simi M S	Assistant Professor	CSE	

Mr. Prajeesh P A	Assistant Professor	ECE	
Mrs. Nayana	Assistant Professor	EEE	
Mrs. Divya K S	Assistant Professor	CSE	
Mrs. Vinila M L	Assistant Professor	RA	
Ms. Archana Aniyam	Associate Professor	ECE	
Dr. Shantharam	Dean	Placement	
Ms. Anna Baby	Assistant Professor	EEE	
Ms. Arya C V	Assistant Professor	EBE	

Deliberations

Agenda:

1. Activities to be planned for Collage Calendar Preparation
2. Counsellor Appointment
3. Dos & Don'ts for using: Duty Leaves, Dress Code, Time, Id Card etc
4. Placement Training Hour in curriculum - Syllabus, PO mapping & Evaluation methods

Discussions

1. Principal addressed the meeting with S5 result analysis
2. IQAC head mentioned timely completion of IQAC activities as Planned, and will request to provide reasons from Department Coordinators for not adhering to the stipulated time.
3. Discussed about number of working days so as to plan possible activities without disburbing academic class durations.
4. HODs decided conducting department wise technical activities during odd semester.
5. HODs decided to allot one day afternoon session for PTA meeting.
6. Regarding counsellor appointment, decision will be taken by Principal in appointing Counsellor before next PTA.
7. With regard to Dos and Don'ts for students, certain guidelines are decided for:
 - (i) Duty leave : Prior permission from GT, HOD & principal is mandatory
 - (ii) Id card and uniform : mandatory
 - (iii) Formal dress code : mandatory during seminar & presentation
 - (iv) Punctuality and discipline should be maintained in all respects

More information to be included in student handbook
8. Placement Training Hour in curriculum - Syllabus, PO mapping & Evaluation methods: Discussion postponed to next meeting

Issued by: IQAC

Date: 13/09/2022

Dr. Jayasree Santhosh, IQAC Head

IQAC
 Ad: Tharakara Institute of Engineering & Technology
 Vayal: Tharathi Nagar Mattoor, Kalady- 683574



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University
Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala
www.adishankara.ac.in

ASIET/IQAC/2022

Date: 21 September 2022

Action Taken Report

Name of the meeting: IQAC Meeting	Date: 13 September 2022
-----------------------------------	-------------------------

Sl. No	Discussions	Action Taken
1	Counsellor Appointment	Will be appointing the counsellor in the coming year.
2	Placement Training Hour in curriculum - Syllabus, PO mapping & Evaluation methods	Planned to include in the next academic semester timetable
3	Discussed the Do's and Don'ts	Instructions finalised


IQAC, ASIET
IQAC

Adi Shankara Institute of Engineering & Technology
Vidya Bharathi Nagar Muttoor, Kalady- 683574



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University

Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala

www.adishankara.ac.in

INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2022/05

Date: 12 October 2022

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 12 October 2022	
Name of the Facilitator: IQAC Head Prof:Dr.Jayasree Santhosh		Time: 11.00 AM- 11.30 AM	
Meeting type: Scheduled /Unscheduled		Venue: CSE Seminar Hall	
Attendees	Designation	Department	Signature
Prof : Dr.Jayasree Santhosh	IQAC Head		
Mrs. Divya V Chandran	Assistant Professor, IQAC core team member	ECE	
Mr. Sumesh M S	Assistant Professor, IQAC core team member	CSE	
Dr. Lekha H	Associate Professor	MBA	
Mrs. Reema Pius	Assistant Professor	CE	
Mrs. Sruthy N L	Assistant Professor	BSH	
Mrs. Neethu Suman	Assistant Professor	ECE	
Mrs. Anna Baby	Assistant Professor	EEE	
Mrs. Divya K S	Assistant Professor	CSE	
Mrs. Anju Mary Joseph	Assistant Professor	RA	
Mr. Eldho Mathew	Assistant Professor	ME	
Ms. Nimmy Vijayan	Assistant Professor	EBE	

Deliberations

Agenda:

1. IQAC Activities to be completed
2. Upcoming KTU ODD Semester Audit in Nov 2022

Discussions

- Asked to submit the Preparatory Audit report both Hard & soft copy to IQAC by Friday 17th October 2022 Monday
- Discussed the KTU Audit Manual.
- Closing Audit [Even Sem – 2022] to be completed and the hard and soft copy of report has to be submitted to IQAC on or before 17th October 2022 Monday
- KTU Inter department Audit [ODD Sem] checklist and schedule will be circulated (Inter department audit is scheduled from 25th Oct). Audit report for the same has to be submitted (both hard & soft copy) to IQAC by 28th October 2022
- IQAC Head suggested an internal Department Audit by IQAC Coordinators before Inter Department audit.
- Report of the Closing Audit [Inter Department audit] should be submitted (both Hard & Soft copy) by 4th November 2022

Issued by: IQAC
Prof : Dr. Jayasree Santhosh, IQAC Head

Date: 12/10/2022

IQAC
All Students Institute of Engineering & Technology
Vellore Baramba Nagar, Marthandapuram, Kanchi - 635714



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University
Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala
www.adishankara.ac.in

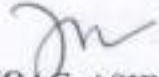
ASIET/IQAC/2022/05

Date: 27 October 2022

Action Taken Report

Name of the meeting: IQAC Meeting	Date: 12 October 2022
-----------------------------------	-----------------------

Sl. No	Discussions	Action Taken
1	Preparatory Audit & Closing Audit	Report Submitted on Friday 17 th October 2022 Monday
2	KTU ODD Semester Audit	Scheduled for Nov 2022


IQAC, ASIET

IQAC

Adi Shankara Institute of Engineering & Technology
Vidya Bharathi Nagar Mattoor, Kalady- 683574



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University
Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala
www.adishankara.ac.in

INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2022/06

Date: 1st Nov 2022

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 1 st Nov 2022	
Name of the Facilitator: IQAC Head Prof. Dr.Jayasree Santhosh		Time: 1:10 PM- 1:30 PM	
Meeting type: Scheduled /Unscheduled		Venue: CSE Seminal Hall	
Attendees	Designation	Department	Signature
Prof : Dr.Jayasree Santhosh	IQAC Head	EBE	
Mrs. Divya V Chandran	Assistant Professor, IQAC core team member	ECE	
Mr. Sumesh M S	Assistant Professor, IQAC core team member	CSE	
Mr.Abhishek Kumar A A	Assistant Professor	CE	
Mr. Prajeesh P A	Assistant Professor	ECE	
Mrs. Anna	Assistant Professor	EEE	
Dr. Gangadevi T R	Assistant Professor	BSH	
Dr. Vinila M L	Assistant Professor	RA	
Mrs. Divya K S	Assistant Professor	CSE	
Mr. Majo Davis	Assistant Professor	ME	
Mr. Eldho Mathew	Assistant Professor	ME	
Ms. Anila	Assistant Professor	CSE-AI	
Dr. Lekha H	Associate Professor	MBA	
Ms. Nimmy Vijayan	Assistant Professor	EBE	
Deliberations			

Agenda:

1. Upcoming KTU Odd Sem Audit Nov 2022- Important Points
2. Department Inter-Audit report uploading & closing

Discussions

1. KTU Auditors Team will verify all relevant documents as mentioned in Academic Manual. However other than that, all Department IQAC coordinators are requested to verify and update on the following points:

1. Academic Calendar should ensure working of Saturdays as in KTU Calendar.
 2. Availability of Faculty members to handle both Theory /Practical sessions properly for all running semester batches.
 3. Conduction of Practical classes and Lab facilities available for the same.
 4. Placement status of 2022 pass-out students with all necessary proofs.
 5. Students from all running batches for taking Feedback [20-25 minutes interaction with audit team].
 6. Assessment of Seminar & Project Phase 1 as per syllabus based on rubrics.
 7. Availability of all documents as mentioned in the NBA accreditation process.
2. Department IQAC coordinators should upload Inter-audit report conducted on 26-27th Oct at the earliest. Closing report of the same and the result analysis should be made available by 8th November 2022

Issued by: IQAC, ASIET

Date: 2/11/2022

Prof. Dr. Jayasree Santhosh, IQAC Head

IQAC
Adi Shankara Institute of Engineering & Technology
Vidya Bharathi Nagar Mattoor, Kalyan - 421374



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University

Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala

www.adishankara.ac.in

INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2023/01

Date: 14th Feb 2023

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 14 - Feb- 2023	
Name of the Facilitator: Ms. Divya V Chandran, Mr. Sumesh M S		Time: 12.30 PM- 1:40 PM	
Meeting type: Scheduled /Unscheduled		Venue: CSE Seminar Hall	
Attendees	Designation	Department	Signature
Mrs. Divya V Chandran	Assistant Professor, IQAC core team member	ECE	
Mr. Sumesh M S	Assistant Professor, IQAC core team member	CSE	
Ms. Gomathy S	Associate Professor	EEE	
Mr. Abhishek Kumar A A	Assistant Professor	CE	
Mr. Prajeesh P A	Assistant Professor	ECE	
Ms. Archana Aniyam	Assistant Professor	ECE	
Mrs. Anna Baby	Assistant Professor	EEE	
Dr. Gangadevi T R	Assistant Professor	BSH	
Ms. Simi M S	Assistant Professor	CSE	
Mr. Renjith K R	Assistant Professor	MBA	
Ms. Nimmi Vijayan	Assistant Professor	EBE	
Deliberations			

Agenda:

1. Closing Audit- Odd sem
2. Preparatory audit- Even sem
3. Current Semester activities

Discussions

1. From 20th to 24th of February, there will be an inter department closing audit of last semester.
2. Discussed the academic calendar and finalised the different activities for this semester.
3. Department IQAC coordinators should upload the Inter-department audit report, preparatory audit report and result analysis in the IQAC drive on or before 28th Feb.
4. Department IQAC coordinators are requested to prepare the department calendar and upload the same in the drive shared on or before 20th Feb.
5. Mentioned timely completion of IQAC activities as Planned and should submit the department activities report in every two months.
6. Suggested to monitor the remedial classes as well as the followup actions taken for the weak students regularly in order to improve their academic performance.

Issued by: IQAC, ASIET
Ms. Divya V Chandran, Mr. Sumesh M S
IQAC core team member

Date: 14/02/2023

Prepared By: Ms. Nimmi Vijayan, Assistant Professor, EBE

**INTERNAL QUALITY ASSURANCE CELL
ADI SHANKARA INSTITUTE OF
ENGINEERING AND TECHNOLOGY
KALADY, KERALA- 683 574**



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University
Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala
www.adishankara.ac.in

ASIET/IQAC/2023/01

Date: 25. Feb.2023

Action Taken Report

Name of the meeting: IQAC Meeting	Date: 14 - Feb- 2023
-----------------------------------	----------------------

Sl. No	Discussions	Action Taken
1	Preparatory audit- Even sem	Scheduled to be completed on or before 28th Feb.
2	Current Semester activities	Finalised the different activities
3	Academic calendar	Finalised


IQAC, ASIET
IQAC

Adi Shankara Institute of Engineering & Technology
Vidya Bharathi Nagar Mattoor, Kalady- 683574



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University

Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala

www.adishankara.ac.in

INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2023/02

Date: 2nd March 2023

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 02- March- 2023	
Name of the Facilitator: Ms. Divya V Chandran, Mr. Sumesh M S		Time: 3:00 PM- 4:00 PM	
Meeting type: Scheduled /Unscheduled		Venue: Principal Boardroom	
Attendees	Designation	Department	Signature
Mrs. Divya V Chandran	Assistant Professor, IQAC core team member	ECE	
Mr. Sumesh M S	Assistant Professor, IQAC core team member	CSE	
Mr Eldhose K Joy	Assistant Professor	ME	
Mr Abhishek Kumar A A	Assistant Professor	CE	
Ms. Anju Mary Joseph	Assistant Professor	RA	
Ms. Archana Aniyam	Assistant Professor	ECE	
Mrs. Suja C K	Assistant Professor	BSH	
Mrs Clydin P A	Assistant Professor	CE	
Mr. Renjith K R	Assistant Professor	MBA	
Mrs. Nimmi Vijayan	Assistant Professor	EBE	
Mrs Anna Baby	Assistant Professor	EEE	
Mr. Eldhose Mathew	Assistant Professor	ME	
Mr. Jeeva P Winto	Assistant Professor	CE	
Sabitha M G	Assistant Professor	CS	
Divya K S	Assistant Professor	CS	
Mr. Majo Davis	Assistant Professor	ME	
Deliberations			
Agenda: 1. CO-PO Assessment and Attainment			

Discussions

1. Discussed the CO-PO assessment and decided to make the same format for all departments.
2. Target for CO attainment is decided as 50% ,and also need more discussions on this.
3. The pattern for the CO is finalized as question wise and also can be followed as linways.

Issued by: IQAC, ASIET
Ms. Divya V Chandran, Mr. Sumesh M S
IQAC core team member

Date: 02/03/2023

Prepared By: Ms. Nimmi Vijayan, Assistant Professor, EBE

INTERNAL QUALITY ASSURANCE CELL
ADI SHANKARA INSTITUTE OF
ENGINEERING AND TECHNOLOGY
KALADY, KERALA- 683 574



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University

Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala

www.adishankara.ac.in

INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2023/04

Date: 12th April 2023

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 12 - April- 2023	
Name of the Facilitator: IQAC Head Dr.Sreepriya S		Time: 12.30 PM- 1:40 PM	
Meeting type: Scheduled /Unscheduled		Venue: Main Seminar Hall	
Attendees	Designation	Department	Signature
Mrs. Divya V Chandran	Assistant Professor, IQAC core team member	ECE	
Mr. Sumesh M S	Assistant Professor, IQAC core team member	CSE	
Ms. Anna Baby	Assistant Professor	EEE	
Ms. Clydin P.A	Assistant Professor	CE	
Ms. Akhila Vijayan	Assistant Professor	CE	
Mr. Prajeesh P A	Assistant Professor	ECE	
Mr. Jeevan P. Winto	Assistant Professor	CE	
Eldho Mathew	Assistant Professor	ME	
Ms. Archana Aniyan	Assistant Professor	ECE	
Dr. Gangadevi T R	Assistant Professor	BSH	
Ms. Simi M S	Assistant Professor	CSE	
Mr. Renjith K R	Assistant Professor	MBA	
Ms. Nimmi Vjayan	Assistant Professor	EBE	
Dr. Vanila M.L	Assistant Professor	RA	
Deliberations			
Agenda:			
1. Status of Remedial Class			
2. PTA meeting and discussion on feedbacks			
3. CO-PO assessment sheet and procedures			

Discussions

1. Discussed the conduction of remedial classes and retest for the weak and absentees students.
2. Module Test conduction shows slight improvement in the Series result analysis .
3. Inform all Parents to attend the PTA meeting and monitor the parents of weak students are attending the meeting without fail.
4. Identify the students who have not been placed and enquire the reason for not being placed.
5. Placement should be provided from S3 onwards with a team of Placement Coordinator and Supporting Placement Cell.
6. Yearly OBE manuals should be prepared ,also each department should have a separate manual.
7. Discussed CO PO assessment sheet and procedures.

Issued by: IQAC, ASIET

Date: 12/04/2023

Dr.Sreepriya S, IQAC Head

INTERNAL QUALITY ASSURANCE CELL
ADI SHANKARA INSTITUTE OF
ENGINEERING AND TECHNOLOGY
KALADY, KERALA- 683 574

Prepared By: Ms. Nimmi Vijayan, Assistant Professor, EBE



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University

Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala

www.adishankara.ac.in

INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2023/05

Date: 26th April 2023

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 26 - April- 2023	
Name of the Facilitator: IQAC Head Dr.Sreepriya S		Time: 12.30 PM- 1:30 PM	
Meeting type: Scheduled /Unscheduled		Venue: NAAC Room	
Attendees	Designation	Department	Signature
Mrs. Divya V Chandran	Assistant Professor, IQAC core team member	ECE	
Mr.Majo Davis	Assistant Professor	ME	
Ms.Anila	Assistant Professor	CSE (AI)	
Mr. Prajeesh P A	Assistant Professor	ECE	
Mr. Eldho Mathew	Assistant Professor	ME	
Ms. Archana Aniyar	Assistant Professor	ECE	
Dr. Gangadevi T R	Assistant Professor	BSH	
Ms. Simi M S	Assistant Professor	CSE	
Mr. Renjith K R	Assistant Professor	MBA	
Ms. Nimmi Vijayan	Assistant Professor	EBE	
Dr.Vanila M.L	Assistant Professor	RA	
Deliberations			
Agenda: <ol style="list-style-type: none"> 1. Internal Audit for this semester 2. Placement status of S8 students 3. Completion of second class committee meeting 4. CO-PO assessment sheet and procedures 			

Discussions

1. The New IQAC head will take charge from next week, providing full coordination and support for better results.
2. Discussed and found out the errors in CO-PO mapping, a new sheet will be circulated soon.
3. Planned to conduct the internal audit on 10th, 11th, 12th of May 2023.
4. Placement Status of S8 placed students have been discussed.
5. The internal marks of S8 Project should be prepared before May 15th 2023.
6. S6 Comprehensive Viva should be done in MCQ pattern.
7. Retest and remedial classes should be conducted before the University Exams for all semesters.
8. Yearly OBE manuals need to be published for all the departments.
9. Second class committee meeting should be completed by this week for all Semesters.

Issued by: IQAC, ASIET

Date: 26/04/2023

Dr. Sreepriya S, IQAC Head

INTERNAL QUALITY ASSURANCE CELL
ADI SHANKARA INSTITUTE OF
ENGINEERING AND TECHNOLOGY
KALADY, KERALA - 683 574

Prepared By: Ms. Nimmi Vijayan, Assistant Professor, EBE



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University
Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala
www.adishankara.ac.in

ASIET/IQAC/2023/05

Date: 5th May 2023

Action Taken Report

Name of the meeting: IQAC Meeting	Date: 26th April 2023
-----------------------------------	-----------------------

Sl. No	Discussions	Action Taken
1	Internal Audit	Finalised on 10th, 11th, 12th of May 2023.
2	Internal marks of S8 Project	Will be published before May 15th 2023
3	Mode of conduct of S6 Comprehensive Viva	Should be MCQ format

IQAC, ASIET

IQAC

Adi Shankara Institute of Engineering & Technology
Vidya Bharathi Nagar Maltoor, Kalady- 683574



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University
Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala
www.adishankara.ac.in

INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2023/06

Date: 19th May 2023

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting	Date: 19-May- 2023
Name of the Facilitator: IQAC Head Dr.Bobby Mathews C	Time: 2:00 PM- 3:00 PM
Meeting type: Scheduled /Unscheduled	Venue: ECE Library
Deliberations	
Agenda: 1. KTU Audit 2. Internal Audit	



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University
Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala
www.adishankara.ac.in

ASIET/IQAC/2023/06

Date: 02nd June 2023

Action Taken Report

Name of the meeting: IQAC Meeting	Date: 19th May 2023
-----------------------------------	---------------------

Sl. No	Discussions	Action Taken
1	KTU Audit	KTU External Audit is going to be held on 19th to 28th June 2023
2	Internal Audit	The Inter Department Audit is scheduled on 24th, 25th & 26th May 2023.
3	OBE Training Programme	Is planned for the new faculty at the end of this semester


IQAC, ASIET

IQAC
Adi Shankara Institute of Engineering & Technology
Vidya Bharathi Nagar Mattoor, Kalady- 683574