



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

2019 - 2020





Adi Shankara

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Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala

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INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/19-20/01

Date: 3rd July 2019

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 3 rd July 2019	
Name of the Facilitator: Ms. Deepika M P		Time: 2 PM -2:30 PM	
Meeting type: Scheduled / Unscheduled		Venue: NAAC room	
Attendees	Designation	Department	Signature
Ms. Deepika M P	IQAC Head		
Mrs Hitha P S	Assistant Professor	AE	
Mrs. Divya V Chandran	Assistant Professor	EC	
Mrs.Chithra C J	Associate Professor	CE	
Mrs.Simi M S	Assistant Professor	CSE	
Mrs Divya K S	Assistant Professor	CSE	
Mr. Eldho Mathew	Assistant Professor	ME	
Mr .Vishnu	Assistant Professor	ME	
Mrs Jayasree T G	Assoc Professor	BSH	
Mrs. Prameela	Assoc Professor	EC	
Deliberations			
Agenda:			
<ol style="list-style-type: none">1. New IQAC members for academic year 2019-20202. Planning for new semester3. Finalization of academic related documents.4. Discussion on lab proposals5. First year induction program and grand Finale6. Annual general body meeting7. PTA meeting			

Discussions

1. Constituted New IQAC members for academic year 2019-2020
2. For the smooth conduct of IQAC the following members are appointed
Vice Chairperson –Mrs Jayasree T G
IQAC file in charge –Mrs Divya K S
3. Discussed semester activity plan of all departments.
4. Discussed internal evaluation of both theory and lab courses
5. Department should schedule module test and assignments prior to the commencement of semester
6. Finalized the document formats related to academics
7. Discussed about college rules and regulations to maintain discipline in campus.
8. Discussed about lab proposals and setting up details which is coordinated by IIPC
9. Decided to schedule the Annual general body meeting and the governing council meeting on 31st August 2019.
10. Decided to schedule the PTA Executive meeting on 31st August 2pm-3pm. First year group tutors have to give the list of members to the executive committee
11. First year induction program decided to be scheduled on 15th July and grand finale on 16th July
Induction program would be having prize distribution as follows
 - a. Toppers of department
 - b. APJ innovation challenge winners
 - c. Five toppers of Cambridge university proficiency exam
 - d. M.Tech toppers

Prepared by:

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Issued by: Prof. Deepika M P, IQAC Head

Date: 03/07/2019

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ASIET/IQAC/2019.1

Date: 20 JULY 2019

Action Taken Report

Name of the meeting: IQAC Meeting	Date: July 03, 2019
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Sl. No	Discussions	Action Taken
1	IQAC members for academic year 2019-2020	Re Constituted with new IQAC members for academic year 2019-2020
2	Discussed semester activity plan of all departments	Decided different activities for new semester Finalized internal evaluation of both theory and lab courses
3	Internal evaluation of both theory and lab courses	Finalized internal evaluation of both theory and lab courses Decided that two series test are enough for sessional calculation and third series can be given to genuine cases to improve marks
4	Document formats related to academics	Finalized the formats of CDM, Course journals including theory and lab.
5	Discussion on lab proposals	Decided to set up new Reserch labs - IOT labs, Circuits labs and embedded labs
6	First year induction program and grand finale	First year induction program conducted on 15 th July and grand finale on 16 th July
	Annual general body meeting and the governing council meeting on 31 st August 2019.	Annual general body meeting and the governing council meeting scheduled on 31 st August
7	PTA Executive meeting on 31 st August 2pm-3pm	PTA Executive meeting scheduled on 31 st August




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ASIET/IQAC/19-20/02

Date: 2nd September 2019

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 2 nd September 2019	
Name of the Facilitator: Ms. Deepika M P		Time: 9.30 AM -10:30 AM	
Meeting type: Scheduled / Unscheduled		Venue: NAAC room	
Attendees	Designation	Department	Signature
Ms. Deepika M P	IQAC Head		
Mrs Hitha P S	Assistant Professor	AE	
Mrs. Divya V Chandran	Assistant Professor	EC	
Mrs.Chithra C J	Associate Professor	CE	
Mrs.Simi M S	Assistant Professor	CSE	
Mrs Divya K S	Assistant Professor	CSE	
Mr. Eldho Mathew	Assistant Professor	ME	
Mr .Vishnu	Assistant Professor	ME	
Mrs Jayasree T G	Assoc Professor	BSH	
Mrs. Prameela	Assoc Professor	EC	
Deliberations			

AGENDA :

1. Inter department preparatory audit
2. Internal Audit one Schedule
3. Student Duty leave

Discussions

1. Inter department preparatory audit is scheduled on September 17th 2019.
2. IQAC will modify and share the checklist for audit
3. Auditors will also check the current status of NBA
4. As per instructions from KTU there will be two internal IQAC audits and one external audit.
5. Decided to schedule first internal audit on 13th Of October
6. First internal IQAC audit should be closed before 15th October 2019
7. External KTU audit is scheduled between Nov 1 to Nov 10.
8. Decided to restrict the student duty leave to five per semester.
9. Out of the 5 hours allotted for department activities in first year, three hours are allocated for mathematics, mechanics and graphics. The BSH first year coordinator, Ms. Suja C K to prepare the schedule and co=ordinate among departments.
10. For the first series examination, it is decided to minimum 1.5 modules for higher semesters and one module for the first year.
11. Discussed about the commencement of new courses in emerging areas: The details are as follows:
 - a. Safety and fire engineering.(ME)
 - b. Robotics and Automation. (EC & AEI)
 - c. Artificial Intelligence (CS)

Prepared by
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Issued by: Prof : Deepika M P, IQAC Head

Date:02/09/2019

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ASIET/IQAC/2019.2

Date: 20 Sept 2019

Action Taken Report

Name of the meeting: IQAC Meeting	Date: Sept 02, 2019
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Sl. No	Discussions	Action Taken
1	Inter department preparatory audit	Preparatory audit conducted on September 17 th
2	Checklist for audit	Modified Checklist and Shared
3	Auditors will also check the current status of NBA	Internal audit scheduled on October 13 th . Also to check the status of NBA works.
4	Decided to schedule first internal audit on 13 th Oct and closed before 15 th Oct	Scheduled and informed all concerned
5	Discussed about the commencement of new courses in emerging areas	Recommended two new courses Robotics and Automation. (EC& AEI) and Artificial Intelligence - shall be started from the next academic year



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ASIET/IQAC/19-20/03

Date: 15th November 2019

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 15 th November 2019	
Name of the Facilitator: Ms. Deepika M P		Time: 10 AM -10:30 AM	
Meeting type: Scheduled / Unscheduled		Venue: NAAC room	
Attendees	Designation	Department	Signature
Ms. Deepika M P	IQAC Head		
Mrs Hitha P S	Assistant Professor	AE	
Mrs. Divya V Chandran	Assistant Professor	EC	
Mrs.Chithra C J	Associate Professor	CE	
Mrs.Simi M S	Assistant Professor	CSE	
Mrs Divya K S	Assistant Professor	CSE	
Mr. Eldho Mathew	Assistant Professor	ME	
Mr .Vishnu	Assistant Professor	ME	
Mrs Jayasree T G	Assoc Professor	BSH	
Mrs. Prameela	Assoc Professor	EC	
Deliberations			
Agenda: <ol style="list-style-type: none">1. Remedial classes2. Faculty evaluation3. MOOC course			

Discussions

1. Decided to follow OBE from S1 onwards
2. For all meeting action taken report to be filed
3. Advisory committee meeting to be filed
4. For one course at least four remedial classes to be conducted
5. Faculty evaluation and remarks to be filed
6. MOOC course should start from S1 onwards
7. All intimations from university should reach students
8. Decided to publish sessional by 20.11.2019 both for first year and higher semesters.
9. All the regular classes should be completed by 19.11.2019 and Remedial classes to be planned by the departments soon after the series from 25.11.2019 to 29.11.2019. After 29.11.2019 doubt clearing sessions can be arranged by the concerned course instructors as per the request from students.
10. The dates for series 3 for first year and higher semesters are 20.11.2019, 21.11.2019, 22.11.2019 and 23.11.2019.

Prepared by:

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Issued by: Prof : Deepika M P, IQAC Head

Date:15/11/2019

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ASIET/IQAC/2019.3


Date: 20 Nov 2019

Action Taken Report

Name of the meeting: IQAC Meeting	Date: Nov 15, 2019
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Sl. No	Discussions	Action Taken
1	Action taken reports	Filed advisory committee meeting and action taken report
2	Advisory committee meeting	
3	Remedial classes	Remedial classes conducted for all courses
4	Faculty evaluation and remarks	Informed all departments
5	MOOC course	Students encouraged to enroll in MOOC courses from S1 onwards
6	Publish provisional sessional	Provisional sessionals published on 20/11/21
7	Series 3 for first year and higher semesters	Series 3 exams scheduled on 20.11.2019, 21.11.2019 for first years and 22.11.2019, and 23.11.2019 for higher semesters




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ASIET/IQAC/19-20/04

Date: : 29th January 2020

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: : 29 th January 2020	
Name of the Facilitator: Ms. Deepika M P		Time: 10 AM -10:30 AM	
Meeting type: Scheduled / Unscheduled		Venue: NAAC room	
Attendees	Designation	Department	Signature
Ms. Deepika M P	IQAC Head		
Mrs Hitha P S	Assistant Professor	AE	
Mrs. Divya V Chandran	Assistant Professor	EC	
Mrs.Chithra C J	Associate Professor	CE	
Mrs.Simi M S	Assistant Professor	CSE	
Mrs Divya K S	Assistant Professor	CSE	
Mr. Eldho Mathew	Assistant Professor	ME	
Mr .Vishnu	Assistant Professor	ME	
Mrs Jayasree T G	Assoc Professor	BSH	
Mrs Nayana	Assistant Professor	EEE	
Deliberations			

Agenda:

1. Industrial visit
2. EoD and Revision class
3. Placement drives.
4. NAAC
5. First series test
6. Soft skill training
7. Women Empowerment cell

Discussions

1. Discussed about the Industrial visit of students and decided 80% of students must go for IV. Need to Prepare IV plan for next academic year.
2. All GT must mark EoD and revision class attendance by 5.30 pm daily
3. Placement coordinators must ensure that all eligible students are attending the placement drives
4. Discussed about NAAC accreditation. There are 7 Criteria. Out of 1000 we have to acquire above 850. Introductory session will be given soon.
5. All semesters – S2, S4, S6 and S8 – first 3 modules should be included in the first series test.
6. First series test is planned in March 4, 5 and 6 for all semesters.
7. Modified: Question paper pattern
Part A – 3 questions with 3 marks each – $3 \times 3 = 9$ marks.
Part B – 6 questions of 4 marks each of which 5 should be answered – $4 \times 5 = 20$ marks.
Part C – 3 questions of 7 marks each and all questions are either or questions – $7 \times 3 = 21$ marks.
8. All faculty should prepare question paper in the above format and hand it over before 17th February 2020 to exam cell coordinators.
9. The additional question papers of class test for S2 should be shared with students for their reference
10. Decided to arrange placement training to students
11. For Women empowerment cell, grievance cell and internal complaints cell steps should be taken to address the complaints

Prepared by:

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Issued by: Prof : Deepika M P, IQAC Head

Date:29/01/20



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ASIET/IQAC/2019.4


Date: 20 Feb 2020

Action Taken Report

Name of the meeting: IQAC Meeting	Date: Jan 29, 2020
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Sl. No	Discussions	Action Taken
1	Industrial visit of students	ARecomended that all students shall attend IV
2	Eligible students - attending the placement hours	Monitored the attendance strictly during placement hours
3	NAAC accreditation. Introductory session will be given soon.	NAAC awareness session to all staff conducted
4	First series for all semesters.	Scheduled for March 4, 5, 6 with modified question paper
5	For Women empowerment cell, grievance cell and internal complaints cell - address the complaints	Initiated steps to address complaints




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ASIET/IQAC/19-20/05

: Date: 30th March 2020

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 16 th March 2020	
Name of the Facilitator: Ms. Deepika M P		Time: 2 PM -3:30 PM	
Meeting type: Scheduled / Unscheduled		Venue: Online	
Attendees	Designation	Department	Signature
Dr. Deepika M P	IQAC Head		
Mrs Hitha P S	Assistant Professor	AE	
Mrs. Divya V Chandran	Assistant Professor	EC	
Mrs.Chithra C J	Associate Professor	CE	
Mrs.Simi M S	Assistant Professor	CSE	
Mrs Divya K S	Assistant Professor	CSE	
Mr. Eldho Mathew	Assistant Professor	ME	
Mr .Vishnu	Assistant Professor	ME	
Mrs Jayasree T G	Assoc Professor	BSH	
Mrs Nayana	Assistant Professor	EEE	

Deliberations	
<p>Agenda:</p> <ol style="list-style-type: none"> 1. Internal Assessment 1 Result analysis 2. Faculty appraisal 3. Academics planning 4. NBA & NAAC 	
<p><u>Discussions</u></p> <ol style="list-style-type: none"> 1. Regarding the result analysis of the series examination, students' performances are not up to the level. Department has to devise steps to improve the results. Course in charges have to identify the students with weak performance and should take remedial measures. Reasons regarding the absentia in series tests need to be addressed. 2. With regard to the circular from KTU and the commencement of exam on 18th May, the following decisions are taken during the meeting. <ol style="list-style-type: none"> a. Students to consider the study break due to the spread of COVID as study leaves. b. Course notes, question bank, study materials, videos and previous year questions of topics will be uploaded by respective course in charges in Linways . c. HOD to devise plans for completion of portion and assessment in discussion with faculty 3. Faculty appraisal to be completed and submitted to respective HOD on 20th March. HOD should meet each faculty and discuss the status of his/her course and lab and support them to prepare a proper plan to complete the portions and improve the results. 4. NBA and NAAC works to be geared up in these 15 days. All departments are advised to complete the files for NBA Reaccreditation in consultation with NBA coordinator Prof .R.Rajaram. <p>The action plan will be described by the NBA and NAAC coordinator in the next meeting</p>	

Prepared by:
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 Issued by: Prof : Deepika M P, IQAC Head

Date:30/03/2020

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ASIET/IQAC/2019.5

Date: 20 April 2020

Action Taken Report

Name of the meeting: IQAC Meeting	Date: Mar 16, 2020
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Sl. No	Discussions	Action Taken
1	Strategies to improve results	Decided to conduct remedial classes after regular class and short notes shall be given to week students if possible
2	Academic planning and improvement	Various activities initiated for academic improvement
3	Faculty appraisal	Faculty appraisal completed and submitted to respective HOD on 20 th March
4	NBA Reaccreditation and NAAC	Departments initiated different strategies to complete the files for NBA reaccreditation and NAAC



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ASIET/IQAC/19-20/06

Date: 7th May 2020

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 7 th May 2020	
Name of the Facilitator: Mrs. Deepika M P		Time: 2 PM -3:30 PM	
Meeting type: Scheduled / Unscheduled		Venue: Online	
Attendees	Designation	Department	Signature
Mrs. Deepika M P	IQAC Head		
Mrs. Hitha P S	Assistant Professor	AE	
Mrs. Divya V Chandran	Assistant Professor	EC	
Mrs. Chithra C J	Associate Professor	CE	
Mrs. Simi M S	Assistant Professor	CSE	
Mrs. Divya K S	Assistant Professor	CSE	
Mr. Eldho Mathew	Assistant Professor	ME	
Mr. Vishnu	Assistant Professor	ME	
Mrs. Jayasree T G	Assoc. Professor	BSH	
Mrs. Nayana	Assistant Professor	EEE	
Deliberations			
Agenda: <ol style="list-style-type: none">1. Internal exam II and Sessionals of S82. Effectiveness of online class3. Class Timings			
Discussions <ol style="list-style-type: none">1. Decided to schedule internal exam 2 for S8 on 8, 9 & 10th of June in online mode2. Discussed about the effectiveness of online classes. The staff should share the meeting link in department official groups before the class3. Discussed about the Rescheduling of Class timings.			

Prepared by:

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Issued by: Prof : Deepika M P, IQAC Head

Date: 07/05/2020



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ASIET/IQAC/2019.6

Date: 02 June 2020

Action Taken Report

Name of the meeting: IQAC Meeting	Date: May 07, 2020
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Sl No	Discussions	Action Taken
1	Internal exam 2 for S8	Internal exam 2 scheduled on 8, 9 & 10 th of June in online mode
2	Effectiveness of online classes.	Monitoring of online class done and notes, PPTs etc shared through google classroom
3	Rescheduling of Class timings	Rescheduled from today (02/06/20) onwards.



Clayton
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