



# 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**

### **2018 - 2019**



ADI SHANKARA INSTITUTE OF ENGINEERING AND TECHNOLOGY , KALADY



INTERNAL QUALITY AUDIT CELL

ASIET/IQAC/2018.1

Date: 12 JUNE 2018

Minutes of the Meeting

Name of the meeting: IQAC Meeting		Date: June 12, 2018
Name of the Facilitator: Mrs. Asha Panicker		Time: 10.15am to 11.30am
Meeting type: Scheduled / <del>Unscheduled</del>		Venue: EC Seminar Hall
Attendees	Designation	Department
Mrs. Asha Panicker	Professor	ECE <i>AP</i>
Mrs. Anitha P	Associate Professor	EEE
Dr. Asha G	Assistant Professor	MBA
Mrs. Divya V Chandran	Assistant Professor	ECE
Mrs. Ierin Babu	Assistant Professor	CSE & IT
Mrs. Divya G	Assistant Professor	CSE & IT
Mr. Sreedeeep Krishnan	Assistant Professor	AE
Mr. Akhil Sudhakaran	Assistant Professor	CIVIL
Mr. Ummikrishnan S Nair	Assistant Professor	ME <i>Ume</i>
Mrs. Gangadevi T R	Assistant Professor	BSH

**Deliberations**

**Agenda:**

1. Planning for Academic Year 2018-2019.
2. Finalization of different formats related to the academic activities.
3. NAAC Accreditation process
4. Discussion on Preparation of the following :
  - a. Handbook
  - b. Academic Calendar for the Semester
  - c. Semester Break Planning
  - d. Timetable and Workload
  - e. Class Organization
  - f. Feedback
  - g. Auditing of Lab Stock
  - h. Final Year Result Analysis

Discussions		
<ol style="list-style-type: none"> <li>1. All forms, documents that are circulated in the department to be approved by IQAC.</li> <li>2. All activities conducted in the department to be approved by IQAC.</li> <li>3. Any suggestions or difficulty faced by the department with respect to quality to be discussed in IQAC meeting</li> <li>4. The following to be prepared by each department and will be discussed and approved in the next IQAC meeting. *               <ol style="list-style-type: none"> <li>a. Handbook – to be given to the First year students in hardcopy. For second, third and final year students the same to be provided as softcopy.</li> <li>b. Academic Calendar for the Semester – Calendar should include all the academic activities and co-curricular activities scheduled for each department. The activities to be planned in such a way so that the classes are not disturbed. It can be scheduled on working Saturdays.</li> <li>c. Semester Break Planning – The various activities such as Internship, Seminar and Project for final year students should be planned in June, July 2018. It must be ensured that the same are conducted as per the plan.</li> <li>d. Timetable/ Workload – There should be a common format for workload of the staff along with the administrative responsibility.</li> <li>e. Class Organisation – It should clearly specify the subjects and faculty involved in a particular class at a particular time.</li> <li>f. Feedbacks - Three feedbacks to be taken every semester [ Starting, Mid, End]. The questions for the same may be discussed and finalized in the next meeting. The feedbacks may be different for the lab and theory.</li> <li>g. Auditing of Lab Stock - Auditing should be conducted in July first and second week. Schedule for the audit to be prepared.</li> <li>h. For final year students, each department should provide the list of students along with the student's result in each semester [ whether Pass/ if Fail – no. of supplementary]. Total no. of students who have cleared all the semesters till S5. The expected result after the supplementary.</li> </ol> </li> </ol>		
Action Points		
Descriptions	Responsibility	Scheduled Closure Date*
1. Handbook updation for current Academic Year	Mrs. Anitha P	14/07/2018
2. Academic Calendar	Respective Department IQAC Coordinators	14/07/2018
3. Semester Break Planning – Project, MicroProject, Design Project, Seminar, Internship Reports	Mr. Akhil Sudhakaran	14/07/2018
4. Timetable / Workload	Mrs. Ierin Babu	22/06/2018
5. Class Organisation	Mrs. Gangadevi	22/06/2018
6. Feedback	Respective Department IQAC Coordinators	14/07/2018
7. Auditing of lab stock	Mr. Sreedeeep Krishnan	14/07/2018
8. Final Year Result Analysis	Respective Department IQAC Coordinators	14/06/2018
Prepared By: Mrs. Divya G & Mrs. Asha Panicker	Date : June 12, 2018	
Issued By: Mrs. Asha Panicker, Head IQAC	Date : June 12, 2018	

\* To be tracked in subsequent meetings

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**KALADY, KERALA- 683 574**

ADI SHANKARA INSTITUTE OF ENGINEERING AND TECHNOLOGY , KALADY



INTERNAL QUALITY AUDIT CELL

ASIET/IQAC/2018.2

Date: 14 JUNE 2018

Minutes of the Meeting

Name of the meeting: IQAC Meeting		Date: June 14, 2018
Name of the Facilitator: Mrs. Asha Panicker		Time: 2.00 pm to 3.30 pm
Meeting type: Scheduled / <del>Unscheduled</del>		Venue: EC Seminar Hall
Attendees	Designation	Department
Mrs. Asha Panicker	Professor	ECE <i>AP</i>
Mrs. Anitha P	Associate Professor	EEE
Dr. Asha G	Assistant Professor	MBA
Mrs. Divya V Chandran	Assistant Professor	ECE
Mrs. Ierin Babu	Assistant Professor	CSE & IT
Mrs. Divya G	Assistant Professor	CSE & IT
Mr. Sreedeeep Krishnan	Assistant Professor	AE
Mr. Akhil Sudhakaran	Assistant Professor	CIVIL
Mr. Unnikrishnan S Nair	Assistant Professor	ME <i>UN</i>
Mrs. Gangadevi T R	Associate Professor	BSH
Deliberations		
<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Follow-up - Finalization of different formats related to the academic activities.</li> <li>2. Follow-up on preparation of the following :             <ol style="list-style-type: none"> <li>a. Handbook</li> <li>b. Academic Calendar for the Semester</li> <li>c. Semester Break Planning</li> <li>d. Timetable and Workload</li> <li>e. Class Organization</li> <li>f. Feedback</li> <li>g. Auditing of Lab Stock</li> <li>h. Final Year Result Analysis</li> </ol> </li> <li>3. NBA accreditation work follow up</li> </ol>		

#### Discussions

1. All the formats of B.Tech will be prepared by Prof Anitha P and Handbook for MBA will be prepared by Dr. Asha G.
2. Hard Copy of all documents that are finalized, to be filed by Mrs. Ierin Babu.
3. All documents to be shared in a google drive . Google Drive will be created by Mrs. Divya V Chandran.
4. The following to be prepared by each department and will be further discussed and finalized in the next IQAC meeting. \*
  - a. Handbook – All irrelevant information may be removed. Handbook to be made more compact and precise.  
The following guidelines to be strictly enforced in all departments.  
Guidelines for Uniform:
    - All days except Wednesday, normal uniform(Jeans not allowed).
    - Shirt will be a Half Sleeve.
    - Black Scarf for Muslims on all days except Wednesday.
    - On Wednesday, decent casual wear is allowed. Jeans and T-Shirt with collar neck allowed for Boys . For girls, either Salwar/ Jeans with Kurta is allowed.Once the Handbook is ready, proof reading to be done by Mrs. Sony Varghese, BSH Department.
  - b. Academic Calendar for the Semester – First Draft of academic calendar to be submitted by all departments during the next meeting.\*  
For the first module, test can be conducted during Tutorial hour . Remedial classes to be conducted immediately after the test.  
Saturdays can be utilized for remedial class and other activities.
  - c. Semester Break Planning – The various activities such as Internship, Seminar and Project for final year students should be planned in June, July 2018. It must be ensured that these are conducted as per the plan.  
Short term courses can also be conducted during this time.  
Internship form to be finalized in the next meeting. All departments submit any suggestion on the forms.
  - d. Timetable/ Workload – There should be a common format for workload of the staff along with the administrative responsibility. It must be submitted by all departments in the next meeting.
  - e. Class Organisation – It should clearly specify the subjects and faculty involved in a particular class at a particular time.
  - f. Feedbacks - Three feedbacks to be taken every semester [ Starting, Mid, End]. The questions for the same may be discussed and finalized in the next meeting. The feedbacks may be different for the lab and theory. All departments to provide the templates for their respective departments in the shared drive.  
Feedbacks to be taken in the presence of HOD/ GT in the lab. It is the responsibility of Group Tutor to ensure that all 3 feedback of all subjects are taken. Deadline for the feedbacks is provided in the Academic Calendar. All feedbacks to be taken before the deadline.  
Three feedbacks for a semester – 2 TES [ before series 1 and before series 2] and 1 CES [end of the semester].  
For, MBA, only 2 feedbacks [ Mid and End semester]
  - g. Auditing of Lab Stock - Auditing should be conducted in July first and second week. Schedule for the audit to be prepared.  
Procedure and checklist for the audit to be finalized.  
Physics and Chemistry lab to be included for the audit.
  - h. For final year students, each department should provide the list of students along with the student's result in each semester [ whether Pass/ if Fail – no. of supplementary]. Total no. of students who have cleared all the semesters till S5. The expected result after the supplementary.  
Highlight the students above 10 backlogs. All departments to submit the analysis in a shared folder.

Action Points		
Descriptions	Responsibility	Scheduled Closure Date*
1. Handbook updation for current Academic Year	Mrs. Anitha P, Dr.Asha G [MBA]	Next Meeting
2. Academic Calendar	Respective Department IQAC Coordinators	Next Meeting
3. Semester Break Planning – Project, MicroProject, Design Project, Seminar, Internship Reports	Respective Department IQAC Coordinators	Next Meeting
4. Timetable / Workload	Mrs. Gangadevi	Next Meeting
5. Class Organisation	Mrs. Gangadevi	Next Meeting
6. Feedback	Mr. Akhil Sudhakaran	Next Meeting
7. Auditing of lab stock	Mr. Sreedeeep Krishnan	Next Meeting
8. Final Year Result Analysis	Respective Department IQAC Coordinators	Next Meeting
Prepared By: Mrs. Divya G & Mrs.Asha Panicker	Date : June 14, 2018	
Issued By: Mrs.Asha Panicker, Head IQAC	Date : June 14, 2018	

\* To be tracked in subsequent meetings

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**ADI SHANKARA INSTITUTE OF ENGINEERING AND TECHNOLOGY , KALADY**



**INTERNAL QUALITY ASSURANCE CELL**

ASIET/IQAC/2018.3

Date: 22 JUNE 2018

**Minutes of the Meeting**

<b>Name of the meeting:</b> IQAC Meeting		<b>Date:</b> June 22 , 2018
<b>Name of the Facilitator:</b> Mrs. Asha Panicker		<b>Time:</b> 10.00 am to 11.00 am
<b>Meeting type:</b> Scheduled / <del>Unscheduled</del>		<b>Venue:</b> AE Seminar Hall
Attendees	Designation	Department
Mrs. Asha Panicker	Professor	ECE <i>AP</i>
Mrs. Anitha P	Associate Professor	EEE
Dr. Asha G	Assistant Professor	MBA
Mrs. Divya V Chandran	Assistant Professor	ECE
Mrs. Jerin Babu	Assistant Professor	CSE & IT
Mrs. Divya G	Assistant Professor	CSE & IT
Mr. Sreedeeep Krishnan	Assistant Professor	AE
Mr. Akhil Sudhakaran	Assistant Professor	CIVIL
Mr. Unnikrishnar S Nair	Assistant Professor	ME <i>UN</i>
Mrs. Gangadevi T R	Associate Professor	BSH
Deliberations		
<b>Agenda:</b> <ol style="list-style-type: none"> <li>All general standard formats.</li> <li>Handbook finalization</li> <li>NAAC and NBA work</li> <li>Stock verification schedule finalization.</li> <li>About the orientation programme for 1st year students.</li> </ol>		
Discussions		
<ol style="list-style-type: none"> <li>The General Formats for the following were finalized.*                     <ol style="list-style-type: none"> <li>Internship Request Form – Principal’s approval not required in the form. The form should be reformatted according to the comments. The form should be approved by IIPC members in the department prior to HOD approval. The copy of the form should be filed by the IIPC member.</li> <li>Parents Feedback – It should also reflect some questions for PO/PEOs. After modification, it will be discussed in the next meeting.</li> <li>Feedback on Facilities – Need to be modified according to the comments. Feedback on facilities should be taken once in every semester along with the mid- TES in moodle.</li> <li>Start and Mid Teaching Effectiveness Survey(TES) and Course Exit Survey – Need to be modified according to the comments.</li> </ol> </li> <li>The process of quantification of the feedbacks and the action taken will be decided in next meeting.*</li> <li>All the feedbacks will be on a scale of 5. [ Excellent, Very Good, Good, Satisfactory, Fair]</li> <li>Stock verification form is finalised and the schedule to be forwarded to the Principal.*</li> <li>The Orientation Programme for the first year students is found to have a long duration. Same has to be modified.*</li> </ol>		

Action Points		
Descriptions	Responsibility	Scheduled Closure Date*
1. Internship Request Form	Mrs. Divya V Chandran	Next Meeting
2. Parents Feedback	Mrs. Divya G	Next Meeting
3. Feedback on Facilities	Dr. Asha G	Next Meeting
4. Start and Mid Teaching Effectiveness Survey(TES) and Course Exit Survey	Mr. Akhil Sudhakaran	Next Meeting
Prepared By: Mrs. Divya G & Mrs.Asha Panicker	Date : June 22, 2018	
Issued By: Mrs.Asha Panicker , Head IQAC	Date : June 22, 2018	

\* To be tracked in subsequent meetings

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**INTERNAL QUALITY ASSURANCE CELL**

ASIET/IQAC/2018.4

Date: 02 JULY 2018

**Minutes of the Meeting**

<b>Name of the meeting:</b> IQAC Meeting		<b>Date:</b> July 02 , 2018
<b>Name of the Facilitator:</b> Mrs. Asha Panicker		<b>Time:</b> 2.00 pm to 3.00 pm
<b>Meeting type:</b> Scheduled / <del>Unscheduled</del>		<b>Venue:</b> EEE Seminar Hall
Attendees	Designation	Department
Mrs. Asha Panicker	Professor	ECE <i>AP</i>
Mrs. Anitha P	Associate Professor	EEE
Dr. Asha G	Assistant Professor	MBA
Mrs. Divya V Chandran	Assistant Professor	ECE
Mrs. Ierin Babu	Assistant Professor	CSE & IT
Mrs. Divya G	Assistant Professor	CSE & IT
Mr. Sreedeeep Krishnan	Assistant Professor	AE
Mr. Akhil Sudhakaran	Assistant Professor	CIVIL
Mr. Unnikrishnan S Nair	Assistant Professor	ME <i>UN</i>
Mrs. Gangadevi T R	Associate Professor	BSH
Mr. Arun P Das	Assistant Professor	ME
Mrs. Jini Varghese P	Assistant Professor	BSH
Mrs. Suja C K	Assistant Professor	BSH
Deliberations		
<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Planning for monthly audits starting from the last week of July.</li> <li>2. All formats finalization – including Internship Request Form, Parents Feedback, Facilities Feedback, TES and CES survey, Housekeeping Feedback, CDM format.</li> <li>3. Project and Seminar preparation. Presentation of formats by Mr. Arun P Das.</li> <li>4. Time Table and Workload progress.</li> <li>5. Smooth Conduct of First Year Orientation Program</li> <li>6. Any other matter.</li> </ol> <p>Special Invitees:-</p> <p>Mr. Arun P Das, Assistant Professor, Dept. of ME                  Mrs. Jini Varghese P, Assistant Professor, Dept. of BSH                  Mrs. Suja C K , Assistant Professor, Dept. of BSH</p>		
Discussions		
<ol style="list-style-type: none"> <li>1. Smooth Conduct of First Year Bridge Course.                      Bridge course for first year students is planned from 4 July 2018 to 11 July 2018. The timings are from 4 July 2018-10 July 2018 9.00 am to 4.10 pm and 11 July 2018 12.10 pm. The aim of the bridge course is to motivate the students. All IQAC members are requested to communicate the same to the departments. The classrooms allotted are:                      EEE – F09, AE-F11, ECA-S06, ECB-S07, CSA-F20, CSB F21, MEA-F03, MEB-F04, CE-F08.                      Feedback form for the bridge course will be prepared by Mrs. Suja C K and circulated to all departments.</li> </ol>		

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Group Tutors are instructed to guide the students from the lobby on the first day[04 July 2018] and ensure all students reach their classes.Group tutors are responsible for taking feedback on Bridge Course.

2. Time Table and Workload – Timetable of first year has been already finalized. The slots for lab sessions in all the branches are also finalized. The final timetable deadline is on 03 July 2018. The same will be forwarded to all by 04 July 2018.\*
3. Planning for monthly audits – There will be monthly audits starting from July last week. The whole IQAC team will be visiting each department and conducting the audit. The following documents are required for the audit in July End:\*
  - For Theory – Course Delivery Manual, Module-wise Question Bank [6 modules]
  - For Lab – Course Delivery Manual, Instruction Manual, Lab manual, Student Manual, Updated Lab Cycle.

Audit for Project, Seminar, Design Project, Microproject will be separately conducted by Mr.Arun P Das and his team. The Audit for a department will be conducted by the whole team excluding the Project/Seminar/Design Project/Micro Project coordinators of that particular department.

4. Module test for the modules I ,III,V to be conducted during tutorial hours. It should be properly scheduled to avoid overlapping tests for different subjects. It may be considered an assignment.
5. The CDM format has to be modified according to the comments.\*
6. All the formats to have the same header and department name may be mentioned after the header. The same will be finalized and circulated.\*
7. BSH department can form vision, mission statements of their own.\*

#### Action Points

Descriptions	Responsibility	Scheduled Closure Date*
1. Feedback form for Bridge Course	Mrs. Suja C K	Next Meeting
2. Audit for Projects	Mr.Arun P Das	Next Meeting
Prepared By: Mrs. Divya G & Mrs.Asha Panicker	Date : July 02, 2018	
Issued By: Mrs. Asha Panicker , Head IQAC	Date : July 02, 2018	

\* To be tracked in subsequent meetings

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ADI SHANKARA INSTITUTE OF ENGINEERING AND TECHNOLOGY , KALADY



INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2018.4

Date: 20 JULY 2018

**Action Taken Report**

Name of the meeting: IQAC Meeting

Date: July 02 , 2018

Sl. No	Discussions	Action Taken
1	First Year Bridge Course	Completed as per the schedule prepared.
2	Time Table for next semester	Finalised by the committee and circulated
3	CDM Modifications	Modified the CDM incorporating valuable suggestions
4	Feedback form for Bridge Course	Entrusted Mrs. Suja C K and completed
5	Audit for Projects	Entrusted Mr. Arun P Das
6	Module test	Advised Depts regarding the same
7	Formats of the documents	Formats of the documents are finalised



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# Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Vidya Bharathi Nagar , Mattoor, Kalady, Ernakulam, Kerala 683574

## INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2018.5

Date: 17 JULY 2018

### Minutes of the Meeting

<b>Name of the meeting:</b> IQAC Meeting		<b>Date:</b> July 17, 2018
<b>Name of the Facilitator:</b> Mrs. Asha Panicker		<b>Time:</b> 2.00 pm to 3.00 pm
<b>Meeting type:</b> Scheduled / Unscheduled		<b>Venue:</b> CSE Seminar Hall
Attendees	Designation	Department
Mrs. Asha Panicker	Professor	ECE
Mrs. Anitha P	Associate Professor	EEE
Dr. Asha G	Assistant Professor	MBA
Mrs. Divya V Chandran	Assistant Professor	ECE
Mrs. Ierin Babu	Assistant Professor	CSE & IT
Mrs. Divya G	Assistant Professor	CSE & IT
Mr. Sreedeeep Krishnan	Assistant Professor	AE
Ms. Chitra C J	Assistant Professor	CE
Mr. Unnikrishnan S Nair	Assistant Professor	ME
Mrs. Gangadevi T R	Associate Professor	BSH
Mr. Mejo Davis	Assistant Professor	ME
Mrs. Sankara Nayaki K	Assistant Professor	CSE & IT
Deliberations		
<b>Agenda:</b> <ol style="list-style-type: none"><li>1. Stock Verification Review</li><li>2. Peripheral Audit Finalization</li><li>3. Finalization of Academic Calendar in accordance with the KTU Calendar</li><li>4. Next Semester Audit Planning</li><li>5. NAAC and NBA file audit in each department</li><li>6. Any other matter</li></ol>		
Discussions		
<ol style="list-style-type: none"><li>1. Mrs. Chitra C J will be the IQAC member from CE in place of Mr. Akhil Sudhakar</li><li>2. Stock Verification Review- Stock Verification reports of all labs to be submitted to Mrs. Anitha today itself. Mrs Anitha will consolidate and forward it to Principal.*</li><li>3. Peripheral Audit Finalization - Mrs.Anitha will be coordinating Peripheral Audit. A meeting will be scheduled for briefing the details of peripheral audit. The Facilities in-charge of Facilities and Maintenance to attend the same.*</li><li>4. Planning for monthly audits -The IQAC team will conduct the audit at all the departments on the days of the Internal Assessment Test 1 and Test 2. Final Audit to be conducted after the entry of Internal Marks in KTU portal. NBA Coordinators of each department to be present and coordinate the audit in the respective departments.*</li><li>5. The Internal Assessment Test of Business Economics, Principles of Management and Life Skills to be suitably scheduled in first slots in order provide the Faculty to complete the valuation of answer sheets.*</li><li>6. Finalization of Academic Calendar in accordance with the KTU Calendar - The academic calendar to be modified according to the KTU Calendar. The parents meeting dates have been scheduled after the Internal Assessment Tests. The department can fix policy for the parents meeting. [as to all parents to attend or only parents of slow learners to attend]*</li><li>7. Atleast three Class Committee Meetings to be conducted every semester.[Starting, Mid, End].</li></ol>		

8. Tutorial Log Register to be maintained by each Group Tutor. All staff handling the to sign the same as and when the tutorial is conducted. The columns of the register are- Sl.No, Date , Hour, Subject, Topic, Module, Name, Signature.		
Action Points		
Descriptions	Responsibility	Scheduled Closure Date*
1. Stock Verification Review	Mrs. Anitha P	Next Meeting
2. Peripheral Audit Finalization	Mrs. Anitha P	Next Meeting
3. Academic Calendar	Mrs. Sankara Nayaki K	Next Meeting
Prepared By: Mrs. Divya G & Mrs. Asha Panicker	Date : July 17, 2018	
Issued By: Mrs. Asha Panicker , Head IQAC	Date : July 17, 2018	

\* To be tracked in subsequent meetings

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INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2018.5

Date: 30 JULY 2018

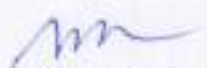
**Action Taken Report**

Name of the meeting: IQAC Meeting

Date: July 17, 2018

Sl. No	Discussions	Action Taken
1	Stock Verification Review	Entrusted Mrs. Anitha P and completed
2	Peripheral Audit Finalization	Entrusted Mrs. Anitha P and completed
3	Finalization of Academic Calendar in accordance with the KTU Calendar	Mrs. Sankara Nayaki K prepared and finalised it. Circulated to all concerned
4	Next Semester Audit Planning	Planned and documents for audit was finalised and informed all



  
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INSTITUTE OF ENGINEERING AND TECHNOLOGY  
Vidya Bharathi Nagar, Mattoor, Kalady, Ernakulam, Kerala 683574

INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2018.6

Date: 31 AUG 2018

## Minutes of the Meeting

Name of the meeting: IQAC Meeting		Date: Aug 31, 2018
Name of the Facilitator: Mrs. Asha Panicker		Time: 1.30 pm to 3.00 pm
Meeting type: Scheduled / Unscheduled		Venue: EC Department Library
Attendees	Designation	Department
Mrs. Asha Panicker	Professor	ECE
Mrs. Anitha P	Associate Professor	EEE
Dr. Asha G	Assistant Professor	MBA
Mrs. Divya V Chandran	Assistant Professor	ECE
Mrs. Ierin Babu	Assistant Professor	CSE & IT
Mrs. Athira M	Assistant Professor	AE
Mr. Abhishek Kumar	Assistant Professor	CE
Mr. Unnikrishnan S Nair	Assistant Professor	ME
Mrs. Gangadevi T R	Associate Professor	BSH

### Deliberations

#### Agenda:

1. Result Analysis – separate file
2. Internal Test & Module Test
3. Flood related activities in department
4. Department activities
5. Class Timetable
6. Workload, Timetable and Staff-wise timetable
7. Internal Audit Report
8. Subject Completion Status in specified format.
9. Any other matter

### Discussions

1. Keep a separate file for result analysis of KTU regular examination with IQAC. In order to analyze the performance of each subject and students, separately keep the detailed performance (specify in which chance the student got passed) in the department. Make a presentation (graphical analysis) and it should be audited during the 1<sup>st</sup> audit immediately after the first internal test.
2. A remedial file can be kept in the department which shows the subject and student count details of the remedial classes. Remedial register should be properly maintained after each internal test and the details regarding the remedial classes such as the attendance of students with signature, date, question bank, materials prepared, test marks should be kept in the course/subject file by CI.
3. Module test should be completed before 14<sup>th</sup> September 2018. Preferably 1<sup>st</sup> hour can be utilized for this. For the first year students, the timetable has to be prepared by the 1<sup>st</sup> year coordinator and for higher semester students, by the department itself.
4. Discussed about the flood related activities proposed by the department. It is said that a relief fund can be started and some percentage of one day salary of each staff member can be utilized internally in the department.
5. File all the activities done in the department separately. Due to unforeseen situations, department activities remain closed and if anything is planned, conduct it after regular

class timings. All the NSS hours in the first year can be converted to subject hours by the timetable coordinator.

6. Finalized Time table and staff wise and class wise workload has to be handed over to IQAC before 3<sup>rd</sup> September 2018.
7. Keep the report of preparedness audit with IQAC and keep one copy of the same in the department.
8. Monitor the subject coverage status monthly and maintain the reports in IQAC.
9. Separately audit the micro project, main project, seminar, design project by a special auditors team consisting of Dr. Ragesh G.K, Dr.Rajesh Cheriyan, Dr.Manish, Dr.Anand and Dr.Jeno.
10. Prepare an internal audit checklist as early as possible and circulate among the faculty.
11. Both infrastructure and teaching effectiveness feedback should be taken through Linways on 6<sup>th</sup> and 7<sup>th</sup> of September. Short reports of the same can be kept in the department file and detailed reports should be in the course/subject file.

**Action Points**

Descriptions	Responsibility	Scheduled Closure Date*
1. Result analysis of all departments	Ms. Divya V Chandran	03/09/2018
2. Finalized Workload & Timetable	Ms. Divya G	03/09/2018
3. Subject completion status	Ms. Divya V Chandran	03/09/2018
4. Preparedness audit report	Ms. Ierin Babu	03/09/2018
<b>Prepared By: Ms. Divya V Chandran &amp; Ms.Asha Panicker</b>	<b>Date : Aug 31, 2018</b>	
<b>Issued By: Ms. Asha Panicker, Head IQAC</b>	<b>Date : Aug 31, 2018</b>	

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INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2018.6

Date: 15 Sep 2018

Action Taken Report

Name of the meeting: IQAC Meeting

Date: Aug 31, 2018

Sl. No	Discussions	Action Taken
1	Result Analysis, Department activities	Advised depts to keep separate files for each
2	Internal Test & Module Test	Finalised the last date as 14 <sup>th</sup> September 2018
3	Flood related activities in department	Mrs. Sankara Nayaki K prepared and finalised it. Circulated to all concerned
4	Workload, Timetable and Staff-wise timetable, Class Timetable	Finalised the last date of submission as 3 <sup>rd</sup> September 2018
5	Subject Completion Status	Entrusted dept. reps to monitor the same
6	Infrastructure and teaching effectiveness feedback	Last date finalised as 3 <sup>rd</sup> Sep and completed



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INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2018.7

Date: 01 Oct 2018

## Minutes of the Meeting

Name of the meeting: IQAC Meeting		Date: Oct 31, 2018
Name of the Facilitator: Mrs. Asha Panicker		Time: 2.30 pm to 3.00 pm
Meeting type: Scheduled / Unscheduled		Venue: EC Department Library
Attendees	Designation	Department
Mrs. Asha Panicker	Professor	ECE
Mrs. Anitha P	Associate Professor	EEE
Dr. Asha G	Assistant Professor	MBA
Mrs. Divya V Chandran	Assistant Professor	ECE
Mrs. Ierin Babu	Assistant Professor	CSE & IT
Mrs. Divya G	Assistant Professor	CSE & IT
Mr. Sreedeeep Krishnan	Assistant Professor	AE
Ms. Chitra C J	Assistant Professor	CE
Mr. Unnikrishnan S Nair	Assistant Professor	ME
Mrs. Gangadevi T R	Associate Professor	BSH
Mr. Mejo Davis	Assistant Professor	ME
Deliberations		
<b>Agenda:</b> 1. Inter-department audit planning. 2. Follow up of NAAC and NBA related activities 3. Any other matter.		
Discussions		
1. Inter-department audit to be conducted on 12 Oct 2018 and 13 Oct 2018. The following to be made available for inter-department audit: i. Details of tutorial class and log register of the tutorial class: Log register may be maintained for each class. Each subject can be given separate sheets. Details in the Log Register are Date, Hour, Topic, Staff, and Signature of Staff. ii. Laboratory classes details: Different details of conduct of lab classes, Syllabus coverage, and evaluation of student performance. iii. Course Journal of Theory classes. iv. Feedback from students including corrective action. v. Result analysis of each batch including total number of students having no backlogs. vi. Seminar and Project progress, quality etc. vii. Class Committee and course committee details. viii. Consolidated attendance of students. ix. Quality of question papers. x. Internal Exam Evaluation. xi. Assignment Details of the course including mini projects. xii. ICT enabled practices. xiii. Conduct of remedial class and bridge course. 2. Schedule of the inter-department audit has to be prepared. 3. A team of two or three faculty including an IQAC member will conduct the audit at each department. The HOD, IQAC members and NBA core committee members of the respective department should be present during the audit of that department. 4. Any comments and updates must be closed on or before 14 Oct 2018. 5. A detailed checklist will be circulated for reference.		

6. Checklist for Project and Seminar to be prepared by Prof. Arun P Das and team. The same has to be discussed with Prof. Asha Panicker on or before 02 Nov 2018.
7. The details of Comprehensive Viva conducted last semester also to be made available for the audit.

**Action Points**

Descriptions	Responsibility	Scheduled Closure Date*
1. Schedule of Audit	Ms. Divya G	
2. Checklist for Audit	Ms. Divya G	
3. Checklist for Project and Seminar	Mr. Arun P Das	
<b>Prepared By:</b> Ms. Divya G & Ms. Asha Panicker	<b>Date :</b> Oct 31, 2018	
<b>Issued By:</b> Ms. Asha Panicker, Head IQAC	<b>Date :</b> Oct 31, 2018	

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INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2018.7

Date: 20 Oct 2018

**Action Taken Report**

Name of the meeting: IQAC Meeting

Date: Oct 01, 2018

Sl. No	Discussions	Action Taken
1	Inter-department audit	Date and documents for verification finalised - to be conducted on 12 Oct 2018 and 13 Oct 2018. Sxchedule prepared, circulated and audit conducted.



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## INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2019.1

Date: 25 Jan 2019

### Minutes of the Meeting

Name of the meeting: IQAC Meeting		Date: Jan 25, 2019
Name of the Facilitator: Mrs. Asha Panicker		Time: 11.00 am to 12.00 pm
Meeting type: Scheduled / Unscheduled		Venue: EC Department Library
Attendees	Designation	Department
Mrs. Asha Panicker	Professor	ECE
Mrs. Anitha P	Associate Professor	EEE
Mrs. Divya V Chandran	Assistant Professor	ECE
Mrs. Divya G	Assistant Professor	CSE & IT
Mr. Sreedeeep Krishnan	Assistant Professor	AE
Ms. Chitra C J	Assistant Professor	CE
Mr. Unnikrishnan S Nair	Assistant Professor	ME
Mrs. Gangadevi T R	Associate Professor	BSH
Mr. Majo Davis	Assistant Professor	ME
Deliberations		
<b>Agenda:</b> <ol style="list-style-type: none"><li>1. Audit Report closing last semester</li><li>2. Audit Report preparation of current semester</li><li>3. Timetable and Workload</li><li>4. Academic Calendar Even Semester with department activities</li><li>5. Planning of Micro project, Comprehensive viva, Project</li><li>6. Any other matter</li></ol>		
Discussions		
<ol style="list-style-type: none"><li>1. Status of audits of departments is as given below: Closing Audit of last semester AE&amp;I - Completed BSH - 29 Jan 2019 CSE/IT - 04 Feb 2019 CE - 01 Feb 2019 ECE - Completed EEE - 28 Jan 2019 ME - 28 Jan 2019  Preparedness Audit of last semester AE&amp;I - Completed BSH - Completed CSE/IT - Completed CE - 28 Jan 2019 ECE - 25 Jan 2019 EEE - 25 Jan 2019 ME - Completed</li><li>2. Department Calendar, Time table, Workload, Staff-wise timetable and Class timetable to be submitted to IQAC on or before 31 Jan 2019. The same will be collected by Mrs. Divya G</li></ol>		

3. Dates for feedbacks and course exit surveys are marked in the academic calendar. Reminder regarding the same to be sent 5 days before to all IQAC members and HODs by Mrs. Gangadevi T R and Mr. Majo Davis.
4. Course completion status also to be collected from all departments at the end of each month by Mrs. Gangadevi T R and Mr. Majo Davis.
5. All MOMs of meetings (Class Committee, Course Committee, Department Meeting etc.) must be written in a register. It should not be written on paper and pasted.
6. There will be a separate meeting for Project, Micro project and Comprehensive viva coordinators. A sheet will be circulated to update the names of coordinators from each department for the same.  
Coordinators are directed to go through the guidelines given by the university for Project, Micro project and Comprehensive viva before coming for the meeting. The meeting will be scheduled before 10 Feb 2019.
7. Department Activity hours are not allocated in the timetable this time. Any such activity may be conducted after 4.00 pm(after class hours).

**Action Points**

Descriptions	Responsibility	Scheduled Closure Date*
1. Timetable, Workload, Class and Staff-wise timetable, Department Calendar	Mrs. Divya G	31 Jan 2019
2. Reminder for Feedbacks and Course Completion Status collection	Mrs. Gangadevi T R & Mr. Majo Davis	
3. Minutes of meeting	HODs & IQAC members	
4. Audit Reports	Mrs. Ierin Babu	05 Feb 2019
<b>Prepared By:</b> Ms. Divya G & Mrs. Asha Panicker	Date : Jan 25, 2019	
<b>Issued By:</b> Mrs. Asha Panicker, Head IQAC	Date : Jan 25, 2019	

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INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2019-1

Date: 15 Feb 2019

Action Taken Report

Name of the meeting: IQAC Meeting Date: Jan 25, 2019

Sl. No	Discussions	Action Taken
1	Department Calendar, Time table, Workload, Staff-wise timetable and Class timetable	Decided to be submitted to IQAC on or before 31 Jan 2019 and collected.
2	Course completion status	Collected from all depts.
3	Audit closing last semester	Completed
4	Preparedness audit of current semester	Completed
5	Project evaluation	Department coordinators are entrusted to study the regulation thoroughly



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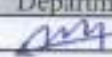
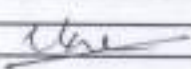
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INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2019.2

Date: 05 Mar 2019

## Minutes of the Meeting

Name of the meeting: IQAC Meeting		Date: Mar 05, 2019
Name of the Facilitator: Mrs. Asha Panicker		Time: 9.30 am to 10.30 am
Meeting type: Scheduled / Unscheduled		Venue: EC Department Library
Attendees	Designation	Department
Mrs. Asha Panicker	Professor	ECE 
Mrs. Anitha P	Associate Professor	EEE
Mrs. Divya V Chandran	Assistant Professor	ECE
Mrs. Divya G	Assistant Professor	CSE & IT
Mr. Sreedeeep Krishnan	Assistant Professor	AE
Ms. Chitra C J	Assistant Professor	CE
Mr. Unnikrishnan S Nair	Assistant Professor	ME 
Mrs. Gangadevi T R	Associate Professor	BSH
Mr. Mejo Davis	Assistant Professor	ME
Deliberations		
<b>Agenda:</b> 1. IQAC Internal Audit Planning 2. Any other matter		
Discussions		
<ol style="list-style-type: none"><li>1. Timetable, Workload, Staff-wise, Class Timetable Status BSH- First Year Timetable and workload not submitted ME – Copy of signed documents to be submitted to IQAC Corrections in documents of other departments have been returned. Submit all the documents by 5 Mar 2019 EOD</li><li>2. Second course committee to be completed by 5<sup>th</sup> and 6<sup>th</sup> Mar 2019 if not completed already.</li><li>3. Revised Guidelines of comprehensive viva have been shared. All coordinators of Comprehensive viva, to go through the same.</li><li>4. TES feedback to be completed before 13<sup>th</sup> Mar 2019.</li><li>5. Intra-department Audit of all departments to be completed before 15<sup>th</sup> Mar 2019.</li><li>6. Inter-department audit will be scheduled on 16<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> Mar 2019. Auditors will include HODs and IQAC members from different departments. The schedule for the same to be prepared by Mrs. Divya G.</li><li>7. Checklist for Inter-department audit is:<ul style="list-style-type: none"><li>• Microproject</li><li>• Comprehensive Viva</li><li>• Projects</li><li>• Lab Course Evaluation – all semesters all labs to be audited</li><li>• Theory-One Course file from each semester to be audited</li><li>• GT files – Activity points, Class/ Course Committee, Mentoring, Result Analysis, Consolidated attendance report, Sessional Marks Register, Tutorial Register</li><li>• Global and Department Electives</li></ul></li></ol>		



Action Points		
Descriptions	Responsibility	Scheduled Closure Date*
1. Timetable, Workload, Class and Staff-wise timetable, Department Calendar	Mrs. Divya G	05 Mar 2019
2. IQAC Inter-Department Schedule	Mrs. Divya G	05 Mar 2019
<b>Prepared By:</b> Ms. Divya G & Mrs. Asha Panicker	Date : Mar 05, 2019	
<b>Issued By:</b> Mrs. Asha Panicker, Head IQAC	Date : Mar 05, 2019	

\* To be tracked in subsequent meetings

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ASIET/IQAC/2019.2

Date: 15 Mar 2019

Action Taken Report

Name of the meeting: IQAC Meeting

Date: Mar 05, 2019

Sl No	Discussions	Action Taken
1	Second course committee	Decided to be completed by 05 <sup>th</sup> March - completed
2	Guidelines of comprehensive viva	Revised guidelines from Uni shared with all concerned.
3	TES feedback	Completed
4	Inter-department audit	Schedule and check list prepared and circulated



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INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/2019.3

Date: 31 May 2019

## Minutes of the Meeting

Name of the meeting: IQAC Meeting		Date: May 31, 2019
Name of the Facilitator: Mrs. Asha Panicker		Time: 9.30 am to 10.30 am
Meeting type: Scheduled / Unscheduled		Venue: EC Department Library
Attendees	Designation	Department
Mrs. Asha Panicker	Professor	ECE
Mrs. Anitha P	Associate Professor	EEE
Mrs. Divya V Chandran	Assistant Professor	ECE
Mrs. Divya G	Assistant Professor	CSE & IT
Mrs. Jisha K R.	Assistant Professor	AE
Mr. Abishek Kumar A A	Assistant Professor	CE
Mr. Unnikrishnan S Nair	Assistant Professor	ME
Mrs. Gangadevi T R	Associate Professor	BSH
Mr. Mejo Davis	Assistant Professor	ME
Deliberations		
<b>Agenda:</b> <ol style="list-style-type: none"> <li>1. Discussion on closure of current semester.</li> <li>2. Current semester NAAC and NBA work</li> <li>3. Planning for semester break.</li> </ol>		
Discussions		
<ol style="list-style-type: none"> <li>1. All departments to conduct closure audit for Even Semester 2019 and IQAC members of each department to submit the report by 14<sup>th</sup> June 2019. Subject files of courses from other departments to be submitted to parent departments.</li> <li>2. Planning of semester break activities - Planning of semester break activities to be submitted by 7<sup>th</sup> June 2019. Ideally, all activities for faculty to be planned in June and for students in July. Workshops, ASAP Training, Placement Training, Bridge courses etc. to be planned. S3, S5 student's bridge courses to start by July 15<sup>th</sup> 2019. For S7, Internship, Placement Training and Project-Semester to be planned. Zeroth review of project to be completed before Aug 1<sup>st</sup> 2019. Timetable and Workload guidelines will be shared shortly. All departments to go through and follow the same.</li> <li>3. Lab stock verification to be completed by July 1<sup>st</sup> week. Prof. Sreedeeep Krishnan to coordinate the same. The new technical staff list has to be updated as there is change in ME, EEE and CSE departments.</li> </ol>		
Action Points		
Descriptions	Responsibility	Scheduled Closure Date*
1. Closing Audit Report	IQAC members	14 June 2019
2. Planning of semester break activities	IQAC members	07 June 2019
3. Lab stock verification	Prof. Sreedeeep Krishnan	July 1 <sup>st</sup> week
Prepared By: Ms. Divya G & Mrs. Asha Panicker		Date : June 03, 2019
Issued By: Mrs. Asha Panicker, Head IQAC		Date : June 03, 2019

\* To be tracked in subsequent meetings

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ASIET/IQAC/2019.3

Date: 15 June 2019

Action Taken Report

Name of the meeting: IQAC Meeting

Date: May 31, 2019

Sl. No	Discussions	Action Taken
1	Closure audit for Even Semester	Decided to be completed by 14 <sup>th</sup> June – Partially completed
2	Lab stock verification	To be coordinated by Sreedeeep K and completed during the sem break before July 2 <sup>nd</sup> week



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