



VIT/ADN/IQAC/2023/CIR/2

Date: 19/01/2023

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 03.02.2023, Friday by 6.00 PM in Google Meet. All members of the council are requested to attend.

Agenda for the meeting

1. Discussion on previous minutes and action taken report
2. Accreditations
3. ISO: EOMS Implementation
3. Infrastructure Development
4. Admissions
5. Results
6. FDP
7. Placements
8. Research
9. MoU
10. Student Orientation Programmes
11. MOOC Courses
12. IEEE International Conference
12. Internships

Copy to-

1. Director
2. Principal file
3. Registrar
4. Dean (Academics)
5. All HoD's CE, CSE, ECE, EEE, ME
6. All IQAC members



Minutes of Meeting- IQAC

VIT/ADN/IQAC/2023/MOM/01

Academic Year: 2022-23		Date: 03-2-2023		
Name of Facilitator: IQAC Coordinator		Time: 6.00 pm		
Meeting Type: Scheduled		Online Meeting-meet.google.com/iyz-ycnw-ypk		
Name of the Attendees	Sign	Name of the Attendees	Sign	
Wing Cdr. Pramod Nair, Director		Dr. Anoop K J, Principal		
Prof. Subin P S, Registrar		Timi, HoD CE		
Prof. Bindu Alias, Dean- Academics		Lt. Dr. Subhash T D, Dean (Research)		
Sheeja Bhaskar, HoD SH		Akhil Beshy, HoD EEE		
Elvin Kuruvilla, TPO		Mrs. Anjana G, Asst. Prof ECE		
Divya Nair, IQAC Coordinator		Ms. Soniya John, Asst. Prof CE		
Ramesh M, HoD ME		Mr. Krishnan Venkataraman (Industrialist)		
Dr. Eby Thomas Thachil, Academician		Miss. Diya Jose (ALUMNI)		
Mr. M P Joseph, Elanji Ward Member		Mr. George Josy (Student S6 CSE)		
AGENDA				
1. Discussion On Previous Minutes Of Meeting		2. Accreditations		
3. ISO :EOMS Implementation		4. Infrastructure Development		
5. Admissions		6. RESULTS		
7. FDP		8. Placements		
9. Research		10. MOU		
11. Student Orientation Programme		12. MOOC		
13. International Conference		14. Internships		
15. Any other matters				




DISCUSSIONS & SUGGESTIONS		
1.	The members went through the minutes of the previous meeting and expressed their acceptance.	
2	The action taken report of the previous meeting has been updated.	
3.	Discussed on formation of various Committees with respect to NAAC and NBA and also to appoint a NAAC and NBA Coordinator at college level.	
4.	Discussed regarding ISO work status of all the departments and discussed the date of external ISO audit.	
5.	Discussed regarding development of Infrastructure in the Institution. Various Committee heads suggested their views for the same.	
6.	Discussed regarding various strategies for the improvement of Admissions of next Academic Year	
7.	Discussed about getting approval to new two B-Tech Courses CS(AI&ML) & CS(Data Science)	
8.	Discussed regarding conducting Remedial hour in 5 th hour every day for improvement of Results.	
9.	Discussed regarding preparation of Solved Question Bank Module-wise to distribute among students.	
10.	Discussed regarding conducting FDP Sessions.	
11.	Discussed regarding improvement of Placement activities.	
12.	Discussed regarding improving the publications in each department and also regarding staff registration for PHD.	
13.	Discussed regarding signing of MOU'S with various reputed Organizations.	
14.	Discussed regarding attending various MOOC Courses for Students as well as staffs.	



15.	Discussed regarding conduct of Student Orientation Programmes.	
16.	Discussed regarding the status of work with respect to conduct of international conference in institution	
17.	Discussed regarding arranging Internships for students in the current semester.	
18.	Discussed about the status of road development to reach college.	
DECISIONS		
1.	The minutes of the previous meeting were approved by the members.	
2.	The corrigendum of NAAC committee members were shared and the HoDs were asked to inform if any changes are required.	
3.	All the departments were asked to submit the ISO files on the given date of submission.	
4.	It has been decided to place Smart TV'S in Classrooms to promote ICT Enabled Teaching.	
5.	It has been decided to install Sanitary Napkin Vending Machine in College and also to place biodegradable waste basins in college premises as a part of waste management.	
6.	It has been decided to instruct staff to visit schools and conduct career guidance programs for students.	
7.	It has been decided to conduct remedial hour in all classes in the 5 th hour of regular time table	
8.	It has decided that all staff need to prepare 5 modules, solve the question bank and distribute among students.	
9.	It has been decided to conduct FDP on Student Mentoring and NAAC Awareness.	



10.	It has been decided to improve placements by giving more placement training sessions	
11.	It has been decided to instruct faculties and students to submit papers for International Conference IEEE 5 Nano.	
12.	It has been decided to ask all HOD's to identify Organisations for signing MOU'S with them	
13.	It has been decided to ask all HOD's to instruct staff and students to attend MOOC Courses.	
14.	It has been decided to conduct 3 Student Orientation Program in the current year.	
15.	International conference planned to be conducted in April 23 ,2003	
16.	It has been decided to arrange Internships for students by respective Departments and details have to be submitted to the Principal and Director.	
		 Principal(Sign)



Sno.	Points of Discussion	Responsibility	Action Taken	PDC	Status	Remarks
1	NAAC	NAAC Coordinator	Asst.Prof Anjana G deputed as NAAC Coordinator	22/9/23	Ongoing	Work allotted to committees criteria wise
4	ISO :EOMS Implementation	IQAC Coordinator	Institution got ISO:EOMS Certified	10/3/23	Completed	Audit completed on 4 th & 5 th April 2023
5	Policy document	IQAC	Initiated Policy creation for various processes.	10/8/23	Ongoing	
5	Infrastructure development	Management	Smart Tv installed in Classrooms	11/11/23	Ongoing	LIFT to be installed,boys hostel to be
6	Admissions	Registrar	Staff visited the schools for admissions and the path finder program was conducted as a career guidance programme. Two new branches of added CS(AI&ML) and CS(Data Science) to VISAT Engineering College	15/8/23	Ongoing	Boys hostel construction going on
7	Results	HOD'S		20/12/23	Ongoing	
8	FDP	IQAC coordinator HOD	Two FDPS organized by IQAC	18/12/23	Ongoing	More fdp;s to be organized.
9	Placements	Placement Coordinator		20/12/23	Ongoing	
10	Research	Dean-Research	Staffs and final year students presented papers in International Conference	16/12/23	Ongoing	
11	MOU	HOD's	Each department signed 1 MOU with the respective domain organization.	15/12/23	Ongoing	Each department has MOU's
13	Student Orientation Programme	IQAC	Conducted 3 Student Orientation Programs	20/12/23		
14	MOOC	NPTEL Coordinator	Students and staff attended and completed the npTEL course.	20/12/23	Ongoing	Jan-April Nptel exams over,Next npTEL courses will begin
15	International Conference	Dean-Research	conducted in April 27 th & 28 th 2023	30/4/23	Completed	
16	Internships	Internship Coordinator	It was completed for 1 st , 2 nd and 3 rd year students	30/5/23	completed	


PRINCIPAL



VIT/ADN/IQAC/2023/CIR/5

Date: 24/05/2023

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 08.06.2023, Thursday by 8.00 PM in Google Meet. All members of the council are requested to attend.

Agenda for the meeting

1. Discussion on previous minutes and action taken report
2. Accreditations
3. Infrastructure Development
4. Admissions
5. Results
6. FDP
7. Placements
8. Research
9. MoU
10. Student Orientation Programmes
11. MOOC Courses
12. Internships

Copy to-

1. Director
2. Principal file
3. Registrar
4. Dean (Academics)
5. All HoD's CE, CSE, ECE, EEE, ME
6. All IQAC memberd



Minutes of Meeting- Internal Quality Assurance Cell

VIT/ADN/IQAC/2023/MOM/2

Academic Year: 2022-23		Date: 08-06-2023	
Name of Facilitator: IQAC Coordinator		Time: 8.00 pm	
Meeting Type: Scheduled		Venue: Google Meet- https://meet.google.com/zht-wkbb-qer	
Name of the Attendees	Sign	Name of the Attendees	Sign
Prof. Dr. Anoop K J, Principal		Wing Cdr. Pramod Nair, Director	
Prof. Subin P S, Registrar		Dr. Eby Thomas Thachil, Academician	
Lt. Dr. T D Subash, Dean-Research & Innovation		Krishnanath Venkataraman, Industrialist	
Sheeja Bhaskar, HoD S&H		George John, HoD ME	
Elvin Kuruvilla, TPO		Timi Thomas, HoD CE	
Akhil Beshy, HoD EEE		Ramesh M, KTU Coordinator	
Soniya John, Asst. Prof. CE		Anjana G, Asst. Prof. ECE	
George Josy, Student S6 CSE		Diya Jose, Alumni	
AGENDA			
1. Discussion on previous minutes and action taken report		2. Accreditations	
3. Infrastructure Development		4. Admissions	
5. Results		6. FDP	
7. Placements		8. Research	
9. MoU		10. Student Orientation Programmes	
11. MOOC Courses		12. Internships	
13. Any other matters.			
DISCUSSIONS & SUGGESTIONS			
1.	The members went through the minutes of the previous meeting and action taken report and expressed their acceptance.		




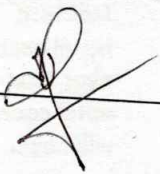
2.	Discussed the accreditation work status of NBA and NAAC. Also discussed the various criteria's to be fulfilled for the completion of work.	
3.	Discussed the importance of infrastructure developments for various accreditations which includes the implementation of smart TV's in classrooms and also the maintenance of elevators in the college.	
4.	Discussed the admission status of each department for the academic year 2023-24.	
5.	Discussed various measures to be taken for the improvement of academic results.	
6.	Discussed the importance of Faculty Development and Orientation Programmes for maintaining the quality of teaching.	
7.	Discussed the various add-on courses provided as a part of placement training. Also discussed various measures to be adopted for improving the placements.	
8.	Reviewed the International Conference which was conducted as a part of IEEE VISAT. Also discussed the strategies to be taken in the field of Research & Development.	
9.	Dr. Eby Thomas Thachil enquired about the MoU's signed by the departments which will help the students in improving their industrial exposure.	
10.	Discussed the necessity of providing orientation programmes to students as a part of their personality development.	
11.	Discussed the benefits of MOOC courses and its impact in improving the educational outcomes.	
12.	Discussed the internships attended by students during the semester breaks and its importance in nourishing their practical knowledge.	
DECISIONS		
1.	The minutes and action taken report of the previous meeting were approved by the members.	
2.	NAAC accreditation works should be completed at the earliest, aiming the college to be NAAC accredited by September 2023 followed by NBA.	
3.	Smart TV's will be installed in all classes as a part of ICT enabled classrooms and the problems of elevators should be rectified at the earliest.	



VISAT ENGINEERING COLLEGE

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4.	Strategies adopted for increasing admissions need to be followed correctly without much delay.	
5.	Remedial classes taken for slow learners in a class as a part of result improvement can be continued as it is found to be effective.	
6.	Faculty mentoring and orientation programmes needed to be conducted twice in every semester. Toastmasters club formed in our college for teachers can be extended among students also.	
7.	Students need to be employment oriented during their studies and should be well thorough with the basic subject knowledge for getting better placements.	
8.	Research and Development activities need to be improved for the coming semesters.	
9.	MoU's signed by the departments with various companies can help the students for their placements.	
10.	Student Orientation Programmes need to be conducted in every semester which can improve their interpersonal skills.	
11.	Number of students attending MOOC courses need to be increased which is an essential criteria for all accreditations.	
12.	Semester breaks should be utilised by students by attending internships which can improve their field knowledge.	
		 Principal(Sign)



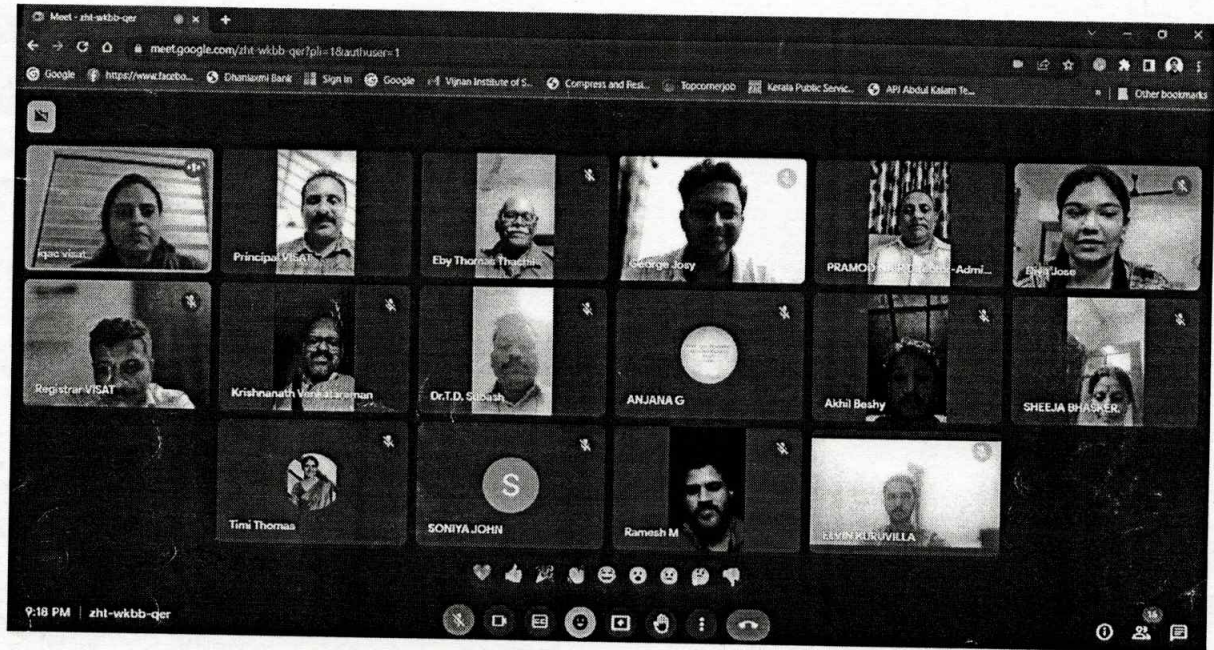


ACTION TAKEN REPORT

Sno.	Points of Discussion	Responsibility	Action Taken	PDC	Status	Remarks
1	NAAC	NAAC Coordinator	Started NAAC Work by collecting data criteria wise from each department. Qnm of each criteria is being analysed	22/9/23	Ongoing	Work allotted to committees criteria wise
2	NBA for CSE	NBA Coordinator		22/9/24	Initiated	NBA Coordinator-Asst.Prof Sonia John
4	Conduct of FDP's	IQAC	2 FDPs Conducted	20/12/23	Ongoing	2 more to be conducted
5	Placements	Placement Officer	Unisis Solutions and Medas solutions Conducted Placement Drive	11/11/23	Ongoing	More placement oriented sessions to be given to students
6	Infrastructure Development	Management		15/8/23	Ongoing	Boys hostel construction going on, Lift to be implemented
7	Student Orientation / Training	IQAC	3 programs conducted	20/12/23	Ongoing	
8	MOU	HOD'S		18/12/23	To be Completed	Each department has MOU's
9	MOOC	HOD's	Next session of NPTEL Courses Registered	20/12/23	Ongoing	Jan-April Nptel exams over, Next nptel courses will begin.
10	Research	Dean-Research	4 Staffs registered for PHD	16/12/23	Ongoing	
11	Results	HOD's		15/12/23	Ongoing	
13	Internships	Internship Coordinator	Internship completed for first, second, third year in academic year 2022-2023.	30/5/23	Completed	

REPORT OF IQAC MEETING

The second IQAC Meeting of the year 2023 was conducted on 08-06-2023 at 8 pm on Google Meet. The Meeting started with a welcome by IQAC Coordinator Asso.Professor Divya Nair and further with discussion on various aspects of Quality initiatives that can be implemented. Dr.Eby Thachil,Mr. Krishnath Venkataraman, Director Pramod Nair, Principal and various other members actively shared their views. The meeting finally ended with vote of thanks by NBA Coordinator Sonia John at 9.15 pm.





VISAT ENGINEERING COLLEGE

MANAGED BY UNISIS GROUP OF COMPANIES

VIT/ADN/IQAC/2023/CIR/3

Date: 13/10/2023

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 20.10.2023, Friday by 7.00 PM in Google Meet. All members of the IQAC are requested to attend.

Agenda for the meeting

1. Discussion on previous minutes and action taken report
2. NAAC
3. Infrastructure development
4. Admissions
5. Results
6. FDP
7. Placements
8. Student Orientation Program
11. MOOC Courses
12. Internal Audit
13. Department Strategic Plan
14. Committee Policy

IQAC Coordinator
VISAT Engineering College
Ernakulam, Kerala - 686 665
Affiliated to APJKT University, TVM
Approved by AICTE, New Delhi
Recognized by DTE, Govt. of Kerala

IQAC Coordinator

Copy to-

1. Director
2. Principal file
3. Registrar
4. Dean (Academics)
5. All HoD's CE, CSE, ECE, EEE, ME
6. All IQAC members



Minutes of Meeting- IQAC


VIT/ADN/IQAC/2023/MOM/3

Academic Year: 2022-23		Date: 20-10-2023	
Name of Facilitator: IQAC Coordinator		Time: 6.00 pm	
Meeting Type: Scheduled		Venue: Google Meet	
Name of the Attendees	Sign	Name of the Attendees	Sign
Prof.Dr.Anoop K J, Principal		Wing Cdr. Pramod Nair, Director	
Lt. Dr. T D Subash, Dean-Research & Innovation		Dr. Eby Thomas Thachil, Academician	
Asst.Prof Divya Nair, HoD CSE		Krishnanath Venkataraman, Industrialist	
Sheeja Bhaskar, HoD S&H		George John, HoD ME	
Elvin Kuruvilla, TPO		Timi Thomas, HoD CE	
Akhil Beshy, HoD EEE		Ramesh M, KTU Coordinator	
Soniya John, Asst.Prof. CE		Anjana G, Asst.Prof. ECE	
George Josy, Student S6 CSE		Diya Jose, Alumni	
AGENDA			
1. Discussion on previous minutes and action taken report		2. NAAC	
3. Infrastructure Development		4. Admissions	
5. Results		6. FDP	
7. Placements		8. MOOC Courses	
9. Student Orientation Programmes		10. INTERNAL AUDIT	
11. Department Strategic Plan		12. Committee Policy	
13. Any other matters			



DISCUSSIONS & SUGGESTIONS		
1.	The members went through the minutes of the previous meeting and action taken report and expressed their acceptance.	
2.	Discussed the accreditation work status of NAAC. Also discussed the various criteria's to be fulfilled for the completion of work and also the status of all IQAC files to be completed for NAAC.	
3.	Discussed the importance of infrastructure developments for various accreditations which includes the implementation of solar panel, sanctioning of Fire Licence also the maintenance of elevators in the college.	
4.	Discussed about the admission strategic plan for next academic year 2024-25.	
5.	Discussed various measures to be taken for the improvement of academic results by analysing the student's credits.	
6.	Discussed the conduct of Faculty Development and Orientation Programmes from each department in 2024.	
7.	Discussed the CV Development of final year students and also about providing the placement training session to improve the placements.	
8.	Discussed to motivate students to do approved MOOC Courses from KTU.	
9.	Discussed the necessity of providing orientation programmes to students as a part of their personality development.	
10.	Discussed about the conduct of an internal academic audit for the current semester.	
11.	Discussed about preparation of the Department Strategic Plan by each department for 3 years.	
12.	Discussed the preparing committee policies of all committees.	
DECISIONS		
1.	The minutes and action taken report of the previous meeting were approved by the members.	



2.	NAAC accreditation works should be completed at the earliest, aiming the college to be NAAC accredited by April 2024.	
3.	Solar panels, Elevators, Smart TV's will be installed by March 2024.	
4.	Strategies adopted for increasing admissions need to be followed correctly without much delay. Asst. Professor Timi Thomas HOD, CE deputed as Admission Coordinator for admissions 2024-2025.	
5.	Remedial classes taken for slow learners in a class as a part of result improvement can be continued as it is found to be effective. Year back details of students were analysed to prepare a well prepared plan for improving their results.	
6.	All HoD's were asked to conduct at least one FDP from the department.	
7.	Students need to be employment oriented during their studies and should be well thorough with the basic subject knowledge for getting better placements.	
8.	Number of students attending MOOC courses needs to be increased which is an essential criteria for all accreditations.	
9.	Student Orientation Programmes need to be conducted in every semester which can improve their interpersonal skills.	
10.	Student Orientation Programmes need to be conducted in every semester which can improve their interpersonal skills.	
11.	As 3 internal audits are planned for the semester, file completion was to be ensured by each department head before the audit.	
12.	All HoD's were asked to prepare and submit the department's strategic plan to the Principal.	
13.	All Committee in-charges to be informed regarding creating policy for their respective committees.	
		 Principal(Sign)



ACTION TAKEN REPORT

Sno.	Points of Discussion	Responsibility	Action Taken	PDC	Status	Remarks
1	NAAC	NAAC Coordinator	Started work for submitting IIQA and SSR	10/02/24	Ongoing	Work allotted to committees criteria wise
2	Placements	Placement Officer	Unisis Solutions and Medas solutions Conducted Placement Drive	10/02/24	Ongoing	More placement oriented sessions to be given to students
3	Infrastructure Development	Management	Solar Panel implementation area finalised. Boys hostel construction work is almost completed.	28/2/24	Ongoing	Boys hostel construction going on, Lift to be implemented.
4	Student Orientation / Training	IQAC	3 programs conducted	20/03/23	Ongoing	
5	MOOC	HOD's	Next session of NPTEL Courses Registered	5/02/24	Ongoing	Dec-April Nptel exams are over, Next nptel courses will begin.
6	Results	HOD's	HoD's are entrusted to follow the plan to improve the results	15/03/24	Ongoing	

Principal(Sign)