



VISAT ENGINEERING COLLEGE

MANAGED BY UNISIS GROUP OF COMPANIES

VIT/ADN/IQAC/2022/CIR/1


Date: 03/03/2022

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 10.03.2022, Tuesday by 6.00 PM in Google Meet. All members of the IQAC are requested to attend.

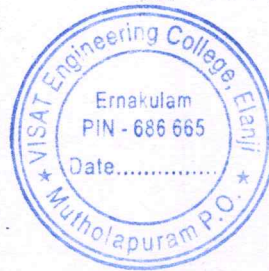
Agenda for the meeting

1. Discussion on previous minutes and action taken report
2. KTU NBA File System
3. ISO :EOMS Implementation
4. Results
5. Add On Courses
6. Internal Audit
7. Innovative Technologies
8. Student Needs
11. Career Skill Training
12. Any Other Matters


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





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VISAT Engineering College
Elanji, Mutholapuram P. O.
Ernakulam, Kerala - 686 665
Managed by Vijnan Foundation, Kochi
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Approved by AICTE, New Delhi
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Minutes of Meeting- IQAC

VIT/ADN/IQAC/2022/MOM/01

| Academic Year: 2021-22 | | Date: 10-3-2022 | |
|--|--|---|------|
| Name of Facilitator: IQAC Coordinator | | Time: 6.00 pm | |
| Meeting Type: Scheduled | | Venue: Google meet:meet.google.com/ais-zors-zjb | |
| Name of the Attendees | Sign | Name of the Attendees | Sign |
| Wing Cdr. Pramod Nair, Director | | Eldhose K Paul, HoD CSE | |
| Prof. Subin P S, Registrar | | Mr. Stephin Baby (Industrialist) | |
| Prof. Bindu Alias, Dean-Academics | | Miss Diya Jose (Alumini) | |
| Sheeja Bhaskar, HoD SH | | Timi, HoD CE | |
| Elvin Kuruvilla, TPO | | Shyama M, HoD ECE | |
| Rabees U E, HoD ME | | Dr. Eby Thomas Thachil (Academecian) | |
| Akhil Beshy, HoD EEE | | Dr. Anoop K. J Principal | |
| Timi, HoD CE | | | |
| AGENDA | | | |
| 1. Discussion on previous minutes of meeting | | 2. Committees | |
| 3. ISO :EOMS Implementation | | 4. Question Paper Scrutiny | |
| 5. UHV FDP & FDP on Effective communication. | | 6. Department Vision, Mission, PEOs, and PSOs | |
| 7. DAB | | 8. Counselling For students | |
| 9. Internal audit | | 10 Any other matters | |
| DISCUSSIONS & SUGGESTIONS | | | |
| 1. | The members went through the minutes of the previous meeting and expressed their acceptance. | | |
| 2. | Discussed on importance of various Committees with respect to NAAC and ISO requirements. | | |



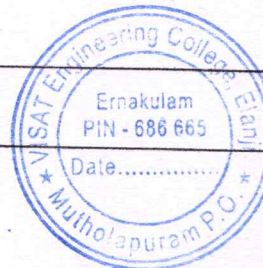
Principal
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VISAT ENGINEERING COLLEGE

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| | | |
|---------------------|---|--|
| 3. | The importance of committees were discussed. | |
| 4. | Discussed regarding the Industrial Visits for all even semester students. | |
| 5. | The ISO work status of all the departments were analysed, format finalisation was done. | |
| 6. | Discussed of Planning FDP on Effective Communication. | |
| 7. | Discussed about conduct of events for students in various Innovative Technologies | |
| 8. | Discussed about the commencement of Universal Human Values Courses and the participation of the faculties for the courses. | |
| 9. | Discussed about reconstituting DAB. | |
| 10. | Discussed to create Department Vision, Mission, PEOs, and PSOs. | |
| 11. | Internal audit was planned for S1, S3, S5, and S7. | |
| DECISIONS | | |
| 1. | The minutes of the previous meeting were approved by the members. | |
| 2. | The corrigendum of committee members were shared and the HoDs were asked to inform if any changes are required. | |
| 3. | HoD s have finalised the Department Vision, Mission, PSOs and PEOs. | |
| 4. | All the departments were asked to submit the ISO files on the given date of submission. It was planned to conduct a class on accreditation by the Principal to faculties. | |
| 5. | All the departments were asked to submit the ISO files on the given date of submission. It was planned to conduct a class on accreditation by the Principal to faculties. | |
| ACTION TAKEN | | |

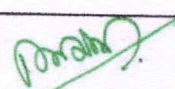


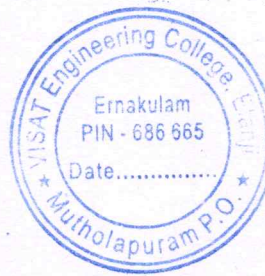
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| | | |
|----|---|---|
| 1. | Internal audit for s1,s3,s5,s7 and s2,S4,S6 ,S8 conducted on April 25th,26th,27 th 2022. | |
| 2. | FDP on Effective communication conducted on April 1 st 2022 by IQAC. | |
| | |  Principal(Sign) |




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VIT/ADN/IQAC/2022/CIR/2


Date: 10/05/2022

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 17.05.2022, Tuesday by 2.00 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. KTU NBA File System
3. ISO :EOMS Implementation
4. Results
5. Add On Courses
6. Internal Audit
7. Innovative Technologies
8. Student Needs
11. Career Skill Training
12. Any Other Matters


IQAC Coordinator

Copy to-

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




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Minutes of Meeting- IQAC

VIT/ADN/IQAC/2022/MOM/02

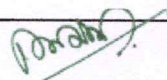

| Academic Year: 2021-22 | | Date: 17-05-2022 | |
|--|--|------------------------------------|------|
| Name of Facilitator: Principal | | Time: 5.00 pm | |
| Meeting Type: Scheduled | | Online Meeting: Google Meet | |
| Name of the Attendees | Sign | Name of the Attendees | Sign |
| Wing Cdr. Pramod Nair, Director | | Akhil Beshy, HoD EEE | |
| Dr. Anoop K.J, Principal | | Shyama M, HoD ECE | |
| Prof. Subin P S, Registrar | | Timi Thomas, HoD CE | |
| Sheeja Bhaskar, HoD SH | | Eldhose K Paul, HoD CSE | |
| Elvin Kuruvilla, TPO | | Mr. Stephin Baby (Industrialist) | |
| Divya Nair, IQAC Coordinator | | Mr. M P Joseph (Panchayat Member) | |
| Rabees U E, HoD ME | | Akhil Beshy, HoD EEE | |
| Dr. Eby Thomas Thachil | | Mrs. Bindhu Elias (Dean Academics) | |
| AGENDA | | | |
| 1. Discussion on previous minutes of meeting | | 2. PTA Executive Committee | |
| 3. Toastmasters Club | | 4. KTU Audit | |
| 5. FDP | | 6. Night Class | |
| 7. PARAKH | | 8. Remedial Classes | |
| 9. Any other matters | | 10. CMS | |
| DISCUSSIONS & SUGGESTIONS | | | |
| 1. | The members went through the minutes of the previous meeting and expressed their acceptance. | | |



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|----------------------|---|---|
| 2. | Discussed regarding formation of PTA Executive Committee | |
| 3. | Discussed about the formation of Toastmasters Club unit for teaching staffs. | |
| 4. | Discussed about the audit status of internal audit conducted for odd semester and pre-audit for s2, s4, s6. | |
| 5. | Discussed regarding providing a session on OBE for teaching staffs. | |
| 6. | Discussed regarding FDP on Teacher Effectiveness. | |
| 7. | Discussed regarding the status of Night classes going for the hostler students. | |
| 8. | HoDs were asked of the status of Parakh Assignment status. | |
| 9. | Discussed various strategies to improve the results. | |
| 10. | Discussed about the status of ERP software developed for managing various college activities. | |
| | |  Sign(Principal) |
| ACTIONS TAKEN | | |
| 1. | PTA Executive Committee is formed. | |
| 2. | A Session on OBE was conducted on 27 th May 2022. | |
| 3. | A toastmaster club will be conducting a session for staff on tentative date 10/6/2022 | |
| 4. | Internal Audit to be conducted for S2,S,S6 on 25-5-2022 to 27-05-2022 | |
| 5. | FDP Session conducted on 25 th May 2022 on Teacher effectiveness. | |
| 6. | College ERP Software will be ready for use | |
| 7. | Suggestions for improving results passed and forwarded to College Executive Council. |  PRINCIPAL |

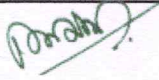


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| 8. | Staff have been notified to update all programs specific documents. | |
| | |  Principal(Sign) |



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VIT/ADN/IQAC/2022/CIR/3


Date: 16/09/2022

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 23.09.2022, Thursday by 6.00 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 Programs
11. MOOC Courses
12. Internal Audit
13. Department Strategic Plan
14. Committee Policy


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



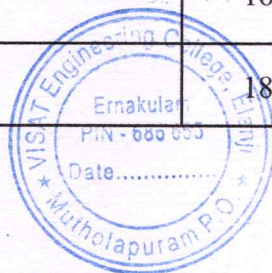

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Minutes of Meeting- IQAC

VIT/ADN/IQAC/2022/MOM/03

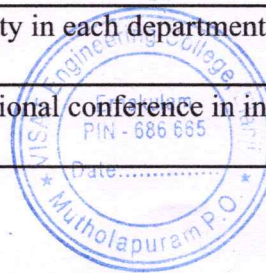
| Academic Year: 2022-23 | | Date: 23-9-2022 | |
|--|------|---|------|
| Name of Facilitator: IQAC Coordinator | | Time: 6.00 pm | |
| Meeting Type: Scheduled | | Online Meeting,meet-.google.com/mhw-zpzh-uyb | |
| Name of the Attendees | Sign | Name of the Attendees | Sign |
| Wing Cdr. Pramod Nair, Director | | Dr. Anoop K J, Principal | |
| Prof. Subin P S, Registrar | | Shyama M, HoD ECE | |
| Prof. Bindu Alias, Dean- Academics | | Timi, HoD CE | |
| Sheeja Bhaskar, HoD SH | | Lt. Dr. Subhash T D, Dean (Research) | |
| Elvin Kuruvilla, TPO | | Akhil Beshy, HoD EEE | |
| Divya Nair, IQAC Coordinator | | Mr. Stephin Baby (Industrialist) | |
| Ramesh M, HoD ME | | Miss. Diya Jose (ALUMNI) | |
| Dr. Eby Thomas Thachil, Academician | | | |
| AGENDA | | | |
| 1. Discussion on previous minutes of meeting | | 2. Committees | |
| 3. ISO :EOMS Implementation | | 4. Question Paper Scrutiny Revision | |
| 5. PTA | | 6. Department Vision, Mission, PEOs, and PSOs | |
| 7. REMEDIAL HOUR | | 8. Minor | |
| 9. PLACEMENTS | | 10. Question bank | |
| 11. Research | | 12. Professional society | |
| 13. International Conference | | 14. NCC | |
| 15. Internal Audit | | 16. Uniforms | |
| 17. IEEE | | 18. Any other matters | |



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| 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 the importance of various Committees with respect to NAAC and ISO requirements. | |
| 4. | The importance of committees were discussed. | |
| 5. | Discussed regarding revising of question paper scrutiny rubrics. | |
| 6. | Discussed regarding ISO work status of all the departments and corrections were notified. | |
| 7. | Discussed regarding forming of PTA Executive committee in the college | |
| 8. | Discussed regarding finalisation of PSO,PEOs and Department vision of some departments. | |
| 9. | Discussed regarding conducting Remedial hour in 5 th hour everyday subject wise for improvement of Results. | |
| 10. | Discussed to take the list of students opting Minor Course. | |
| 11. | Discussed to improve the placement activities. | |
| 12. | Discussed regarding preparation of Solved Question Bank Module-wise to distribute among students. | |
| 13. | Discussed regarding improving the publications in each department. | |
| 14. | Discussed to start a professional body society in each department. | |
| 15. | Discussed regarding the conduct of international conference in institution | |



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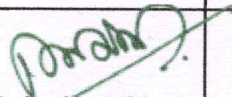



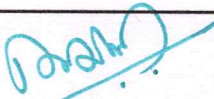

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| 16 | Discussed regarding opening the NCC Wing in our institution. | |
| 17. | Discussed regarding the conduct of Pre audit for s3,s5,s7. | |
| 18. | Discussed regarding the implementing Uniforms for students. | |
| DECISIONS | | |
| 1. | The minutes of the previous meeting were approved by the members. | |
| 2. | The corrigendum of 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. | Question Paper Scrutiny revision will be finalised. | |
| 5. | PTA Executive committee was formed and S & H HOD Sheeja Bhaskar was given charge for the same. | |
| 6. | It has been decided that remedial hours are implemented in all classes in the 5 th hour of the regular time table. | |
| 7. | Internal pre audit audit planned for S3,S5,S7 on October 16,17,18 . | |
| 8. | It has been decided to start minor course in ECE for cse and mechanical students | |
| 9. | It has been decided to improve placements by giving more placement training sessions. | |
| 10 | It has decided that all staff need to prepare 5 modules, solve the question bank and distribute among students. | |



[Signature]
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| | | |
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| 11 | It has been decided to start IEEE photonics Society student chapters to be formed. | |
| 12 | It has been decided to give the details of Professional society each department needs to start. | |
| 13 | International conference planned to be conducted in April 23 ,2002 | |
| 14 | The NCC wing will be opened soon in the institution. | |
| 15 | Uniform to be implemented for second years and first year from the academic year 2022-2023 | |
| 16 | It has been decided to start IEEE photonics Society student chapters to be formed. | |
| | |  Principal(Sign) |

| ACTIONS TAKEN | |
|---|--|
| 1 | The PTA Executive Committee formed on 8 th November 2022 |
| 2 | Uniform for 2 nd year implemented, first years students measurement taken |
| 3 | NCC Wing started in VISAT, inaugurated on 11th November 2022. |
| 4 | Internal Pre audit conducted on October 17,18,19 th October 2022 |
| 5 | IEEE students wing 9 chapters started. |
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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



IQAC

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



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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 | | | |

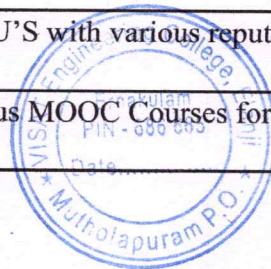


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| DISCUSSIONS & SUGGESTIONS | | |
|--------------------------------------|--|--|
| 1. | The members went through the minutes of the previous meeting and expressed their acceptance. | |
| 2 | The action taken report of the previous meeting has been 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. | |

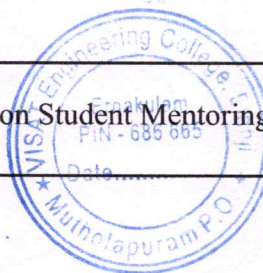


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| | | |
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| 15. | Discussed regarding conduct of Student Orientation Programmes. | |
| 16. | Discussed regarding the status of work with respect to conduct of international conference in institution | |
| 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 | |



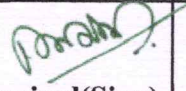
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| 10. | It has been decided to improve placements by giving more placement training sessions | |
| 11. | It has been decided to instruct faculties and students to submit papers for International Conference IEEE 5 Nano. | |
| 12. | It has been decided 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) |



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| 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 npel course. | 20/12/23 | Ongoing | Jan-April Nptel exams over,Next npel 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 | |



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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.

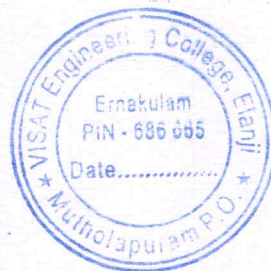
Agenda for the meeting

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


IQAC

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





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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-ger | |
| 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. | |
|----|--|--|



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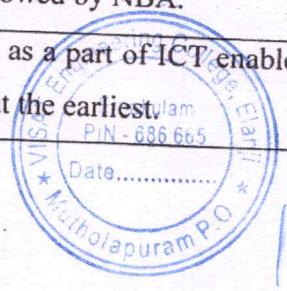
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| 2. | Discussed the accreditation work status of NBA and NAAC. Also discussed the various criteria's to be fulfilled for the completion of work. | |
| 3. | Discussed the importance of infrastructure developments for various accreditations which includes 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. | |




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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) |




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ACTION TAKEN REPORT

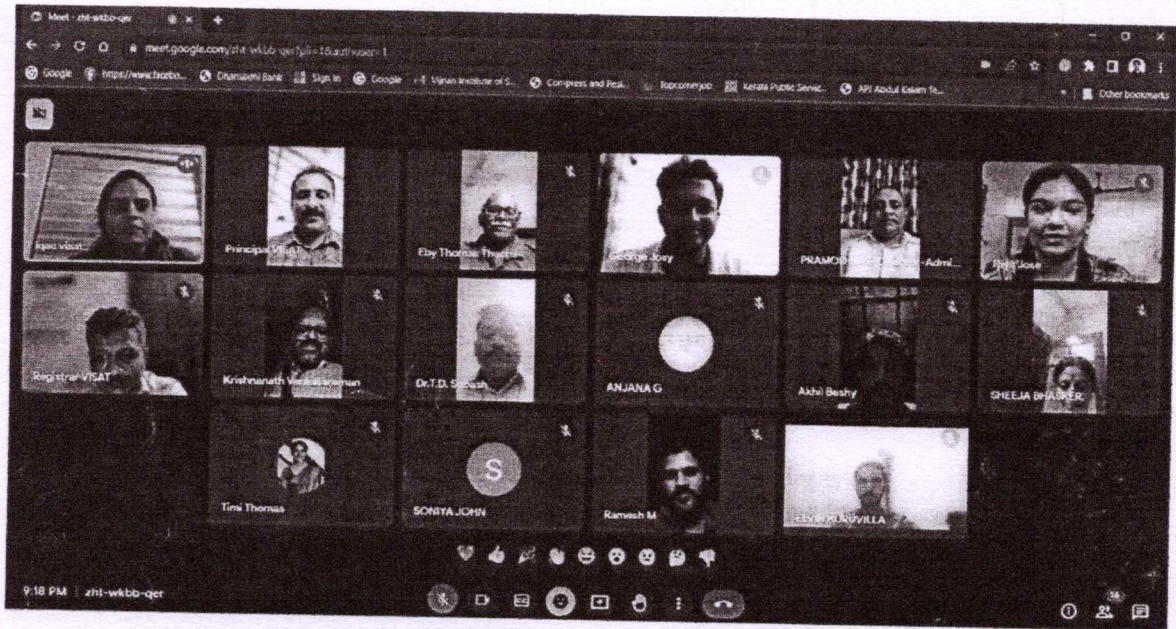
| Sno. | Points of Discussion | Responsibility | Action Taken | PDC | Status | Remarks |
|------|--------------------------------|------------------------|---|----------|-----------------|--|
| 1 | NAAC | NAAC Coordinator | Started NAAC Work by collecting data criteria wise from each department. Qnm 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 | |



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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.



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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
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IQAC Coordinator

Copy to-

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



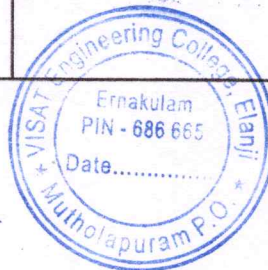

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Minutes of Meeting- IQAC

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 | | | |



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| 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. | |



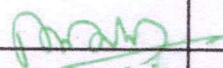
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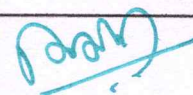
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| 2. | NAAC accreditation works should be completed at the earliest, aiming the college to be NAAC accredited by April 2024. | |
| 3. | Solar panels, Elevators, Smart TV's will be installed by March 2024. | |
| 4. | Strategies adopted for increasing 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) |



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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)



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