



C.H. MOHAMMED KOYA

KMEA Engineering College

Approved By AICTE

Affiliated to KTU

Accredited By NAAC & NBA (ME, CE, EEE, EC, CSE)

**INTERNAL QUALITY
ASSURANCE CELL
(IQAC)**

MINUTES OF MEETING

ACADEMIC YEAR 2021 - 2022

KMEA ENGINEERING COLLEGE

Minutes of the meeting

Subject: Annual Action Plan & Progress of NBA accreditation	
Date of Meeting: 5/5/2021	Time: 10am
Venue: IQAC Office	
To: Principal	
CC: Coordinator & Members	
Date of issue: 5/5/2021	
Ref:	Pages: 1

Core Committee Members Present

Sl.no	Name & Designation	Signature
1	Prof Shaila C.K-Coordinator IQAC	
2	Dr. Bijesh Paul- member	
3	Prof Smitha K M-member	
4	Dr. Sangeetha C P-member	
5	Prof Veena K Viswam-Member	
6	Prof Nazeema A-Member	
7	Dr. Chitra V.S.	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with the handing over of coordinator ship by Dr. Bijesh to Prof Shyla. New Coordinator welcomed the committee members & thanked Dr. Bijesh Paul for his services rendered for the upliftment of IQAC	Dr Bijesh	handed over the coordinatorship
	Agenda Preparation of action plan for Academic year 2021-22 & progress of SAR Preparation for NBA Accreditation		
	Discussion & Decisions taken. 1. Committee entrusted coordinator Prof Shaila to prepare the action plan for academic year 2021-22 after taking feedback from all members. 2. Committee entrusted Dr. Bijesh Paul to prepare a strategic plan for improving NAAC grade. 3. Dr.Sangeetha briefed the committee about the functioning of KIC & E yantra Lab. 4. Progress of SAR preparation for NBA accreditation was briefed by Prof Smitha (NBA incharge)	IQAC Coordinator Dr Bijesh Dr Sangeetha Dr Smitha	6/6/21. 6/6/21. closed started
	Conclusion All members decided to implement the decisions as per schedule		

SHAILA C.K.

KMEA ENGINEERING COLLEGE

Minutes of the meeting

Subject: Annual Action Plan & Progress of NBA Accreditation	
Date of Meeting: 2/6/21	Time: 10am
Venue: IQAC Office	
To: Principal	
CC: Coordinator & Members	
Date of issue: 2/6/21	
Ref:	Pages: 1

Core Committee Members Present

Sl.no	Name & Designation	Signature
1	Prof Shaila C.K- Coordinator IQAC	
2	Dr. Bijesh Paul-member	
3	Prof Smitha K M-member	
4	Dr. Sangeetha C P-member	
5	Prof Veena K Vishwam- Member	
6	Prof Nazeema A-Member	
7	Dr. Chitra V.S	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 10am		
	Agenda 1. Formulation of annual action plan 2. Strategic plan for NAAC		
	Discussion 1. Meeting reviewed the previous years action plan. 2. Annual action plan for the academic year 21-22 was presented by Prof Shaila & was approved by committee. 3. Strategic plan for improvement of NAAC grade was presented by Dr. Bijesh Paul & was approved by Committee 4. Progress of SAR preparation for NBA was discussed.	IQAC Coordinator Naac Coordinator NBA Coordinator	Conducted. Reported Conducted. Discussed.
	Conclusion All members decided to implement the decisions as per schedule		

SHAILA.C.K.

KMEA ENGINEERING COLLEGE

Minutes of the meeting

Subject: Review of Annual Action Plan, Research initiatives, Innovation initiatives & other activities

Date of Meeting: 5/11/21

Time: 11am

Venue: IQAC Office

To: Principal

CC: Coordinator & Members

Date of issue: 5/11/21

Ref:

Pages: 1

Core Committee Members Present

Sl.no	Name & Designation	Signature
1	Prof Shaila C.K--Coordinator IQAC	
2	Dr. Bijesh Paul-Member	
3	Prof Smitha K M-Member	
4	Dr. Sangeetha C P-Member	
5	Prof Veena K Vishwam-Member	
6	Prof Nazeema A-Member	
7	Dr. Chitra V.S-Member	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 11am		
	Agenda 1. Review of action plan 2. Research initiatives, Innovation initiatives & other activities		
	Discussion 1. Implementation of action plan was discussed and meeting expressed satisfaction in the progress & implementation of action plan 2. Dr. Chitra briefed the committee regarding research initiatives of the college 3. Dr. Sangeetha briefed about the activities KIC 4. Dr Smitha briefed about probable date of SAR Submission	IQAC Coordinator Naze Coordinator	} Conducted effectively.
	Conclusion All members decided to implement the decisions as per schedule.		

SHAILA C.K.



KMEA ENGINEERING COLLEGE

Minutes of the meeting

Subject: 1. Review of Action Plan & Mentor IQAC for NAAC accreditation of sister concerns & METS college of Engineering as per their request

Date of Meeting: 15/3/2022

Time: 10am

Venue: IQAC Office

To: Principal

CC: Coordinator & Members

Date of issue: 15/3/2022

Ref:

Pages: 1

Core Committee Members Present

Sl.no	Name & Designation	Signature
1	Prof Shaila C.K.-Coordinator IQAC	
2	Dr. Bijesh Paul- Member	
3	Prof Smitha K M-member	
4	Dr. Sangeetha C P-member	
5	Prof Veena K Vishwam-Member	
6	Prof Nazeema A-Member	
7.	Dr. Chitra V.S	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 10am		
	Agenda 1. Review of Action Plan 2. Mentor IQAC for NAAC accreditation of sister concerns & METS college of Engineering as per their request 3. Progress of SAR Submission		
	Discussion & Decisions taken. 1. Progress of Action plan was reviewed. 2. Dr. Smitha briefed about submission of SAR of CS department & probable date of visit. 3. Committee entrusted Dr. Bijesh Paul to mentor KMEA Architecture college for NAAC accreditation as per the request of college management 4. Committee also entrusted Dr Bijesh to be a resource person for FDP on NAAC accreditation at METS college of Engineering as per the request of IQAC of METS College	IQAC Coordinator NBA Coordinator Dr. Bijesh Dr. Bijesh	Conducted. Discussed. 15/3/2022 March 2022.
	Conclusion All members decided to implement the decisions as per schedule		

SHAILA C.K.

