
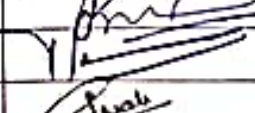

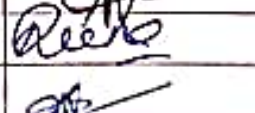
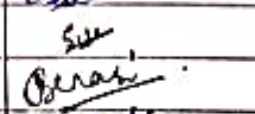
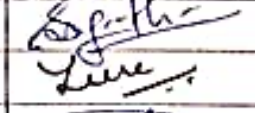

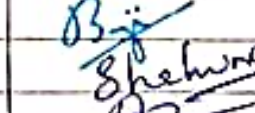
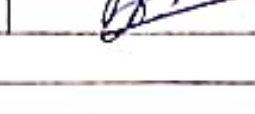
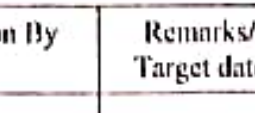
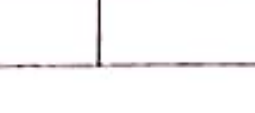



KMEA ENGINEERING COLLEGE

Minutes of the meeting

Subject: IQAC CORE COMMITTEE MEETING-5	
Date of Meeting: 11/02/2024	Time: 2pm
Venue: Board Room	
To: Principal	
CC: Coordinator & Members	
Date of Issue: 11/02/2024	
Ref: COMM/IQAC/C-5/2024	Pages: 2

Core Committee Members Present

Sl.no	Name & Designation	Signature
1.	Dr. Amar Nishad- Principal	
2.	Dr. Rekha Lakshmanan- Vice Principal	
3.	Dr. Bijesh Paul-Coordinator	
4.	Prof Muhammed Ajmal - Co-Coordinator & Secretary	
5.	Dr. Smitha K.M -Dean Academics	
6.	Dr. Sajith T.A-Dean Research	
7.	Dr. Reena Sebastian-Dean S & S Affairs & HOD EE	
8.	Prof Veena K Vishwom-A.O	
9.	Dr. Sija Arun-HOD,CE	
10.	Dr. Benazir K.K-HOD, Cs	
11.	Dr. Sangeetha C P-HOD RA	
12.	Dr. Leera Raju-HOD, ME	
13.	Dr. Dr. Shahin Abdulla-HOD, EC	
14.	Prof Rijul-HOD, SF	
15.	Dr Biji Chinnamma Thomas-Assoe Professor, CE	
16.	Prof Shahina M.S- Asst Professor, BSH	
17.	Prof Aju Philip-Placement office-Special invitee	

Absentees with apology: Nil

Sl no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 2pm		

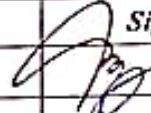
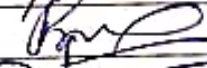
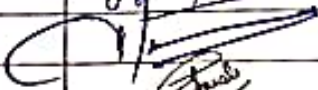

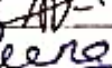
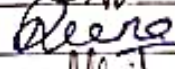
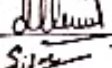
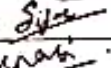
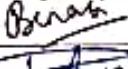

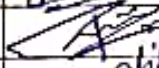
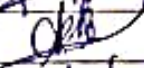
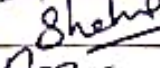
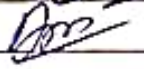
	Agenda 1. MOUs & Academic Collaborations as per SOP 2. Professional Bodies		
	Discussion & Decisions taken. 1. Meeting decided to enhance MOUs with industries & International Universities, association with professional bodies with specific target to each department 2. Meeting decided to encourage faculty extension activities & interaction with outside world	Dr Sangeetha HODs	Throughout semester
	Conclusion All members decided to implement the decisions as per schedule		

KMEA ENGINEERING COLLEGE

Minutes of the meeting

Subject: IQAC CORE COMMITTEE MEETING-4	
Date of Meeting: 24/11/2023	Time: 2pm
Venue: Board Room	
To: Principal	
CC: Coordinator & Members	
Date of issue: 24/11/2023	
Ref: COMM/IQAC/C-4/2023	Pages: 2

Core Committee Members Present

Sl.no	Name & Designation	Signature
1.	Dr. Amar Nishad- Principal	
2.	Dr. Rekha Lakshmanan- Vice Principal	
3.	Dr. Bijesh Paul-Coordinator	
4.	Prof Muhammed Ajmal –Co-Coordinator & Secretary	
5.	Dr. Sajith T.A-Dean Research	
6.	Dr. Reena Sebastian-Dean S & S Affairs & HOD EE	
7.	Prof Mohammed Ismail H- Asst Professor, ECE	
8.	Dr. Sija Arun-HOD,CE	
9.	Dr. Benazir K.K-HOD, Cs	
10.	Dr. Dr. Shahin Abdulla-HOD, EC	
11.	Prof Rijul-HOD, SF	
12.	Bushra A R - Asst Professor, ECE	
13.	Prof Shahina M.S- Asst Professor, BSH	
14.	Prof Aju Philip-Placement office-Special invitee	
Absentees with apology: Nil		

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 2pm		



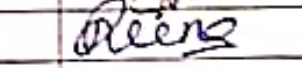
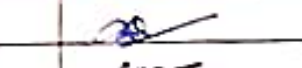
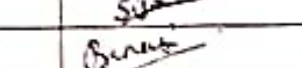


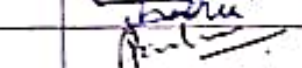
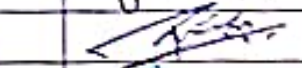

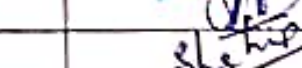
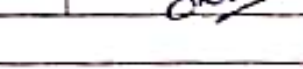


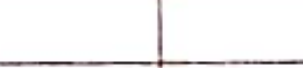

	Agenda <ol style="list-style-type: none"> 1. Action plan of Placement & Higher Learning as per SOP 2. Career guidance and placement SOP for formation of internal placement conduction cell and external bodies. 3. SOP for placement conduction 		
	Discussion & Decisions taken. <ol style="list-style-type: none"> 1. The Placement Co-ordinator presented the SOP for career guidance and placement 2. Meeting discussed about the formation of internal placement conduction cell and external bodies 3. Meeting discussed to decentralise the placement cell by forming department wise placement committee. 	Prof Aju Philip	Throughout semester 02/01/2024 Throughout the semester
	Conclusion All members decided to implement the decisions as per schedule		

KMEA ENGINEERING COLLEGE

Minutes of the meeting

Subject: IQAC CORE COMMITTEE MEETING-3	
Date of Meeting: 03/11/2023	Time: 2pm
Venue: Board Room	
To: Principal	
CC: Coordinator & Members	
Date of issue: 03/11/2023	
Ref: COMM IQACC-03/11/2023	Pages: 2

Core Committee Members Present

Sl.no	Name & Designation	Signature
1	Dr. Amar Nishad- Principal	
2	Dr. Bijesh Paul-Coordinator	
3	Prof Muhammed Ajmal -Co-Coordinator & Secretary	
4	Dr. Sajith T.A-Dean Research	
5	Dr. Reena Sebastian-Dean S & S Affairs & HOD EE	
6	Prof Veena K Vishwom-A.O	
7	Dr. Sija Arun-HOD, CE	
8	Dr. Benazir K.K-HOD, CS	
9	Dr. Sangeetha C P-HOD RA	
10	Dr. Leera Rajul-HOD, ME	
11	Dr. Dr. Shahin Abdulla-HOD, EC	
12	Dr Paulose Paulose - Assoc Professor, CE	
13	Prof Rijul-HOD, SF	
14	Dr Biji Chinnamma Thomas-Assoe Professor, CE	
15	Bushra A R - Asst Professor, ECE	
16	Prof Shahina M.S- Asst Professor, BSH	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 2pm		
	Agenda 1. SOP for research and students project.		

	2. SOP for faculty research and students research		
	<p>Discussion & Decisions taken.</p> <ol style="list-style-type: none"> 1. The Dean Research presented SOP for research and all HODs and members approved it. 2. It is decided to prepare a plan of action for enriching research & entrusted the same to the coordinator 3. It is decided to increase the student projects and give importance to their research works 	Dr Sajith T A	Throughout Semester
	<p>Conclusion</p> <p>All members decided to implement the decisions as per schedule</p>		

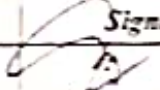

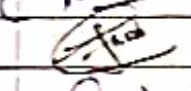
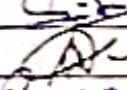
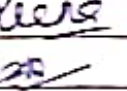
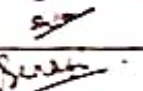
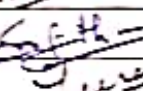


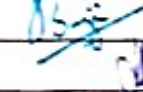
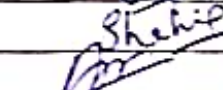
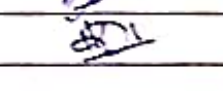
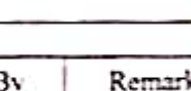
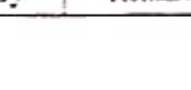







KMEA ENGINEERING COLLEGE

Minutes of the meeting

Subject: IQAC CORE COMMITTEE MEETING-2	
Date of Meeting: 27/10/2023	Time: 2pm
Venue: Board Room	
To: Principal	
CC: Coordinator & Members	
Date of issue: 27/10/2023	
Ref: COMM IQAC C-2/2023	Pages: 2

Core Committee Members Present

SLno	Name & Designation	Signature
1	Dr. Amar Nishad- Principal	
2	Dr. Rekha Lakshmanan- Vice Principal	
3	Dr. Bijesh Paul-Coordinator	
4	Prof Muhammed Ajmal -Co-Coordinator & Secretary	
5	Dr. Smitha K.M -Dean Academics	
6	Dr. Sajith T.A-Dean Research	
7	Dr. Reena Sebastian-Dean S & S Affairs & HOD EE	
8	Prof Veena K Vishwom-A.0	
9	Dr. Sija Arun-HOD.CE	
10	Dr. Benazir K.K-HOD. CS	
11	Dr. Sangeetha C P-HOD RA	
12	Dr. Leera Raju-HOD. ME	
13	Dr. Dr. Shahin Abdulla-HOD. EC	
14	Paulose Paulose - Assoc Professor. ME	
15	Prof Rijul-HOD. SF	
16	Dr B iji Chinnamma Thomas-Assoc Professor. CE	
17	Bushra A R - Asst Professor. ECE	
18	Prof Shahina M.S- Asst Professor. BSH	
19	Prof Aju Philip-Placement office-Special invitee	
20	Prof Kannan Ramesh-Physical Education Director-Special invitee	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks'
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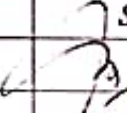


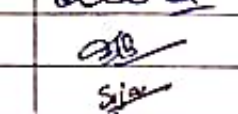
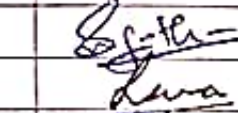

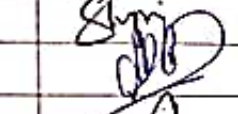
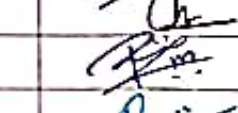
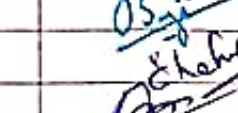
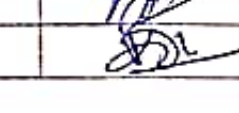
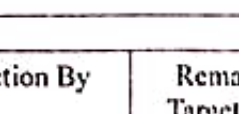
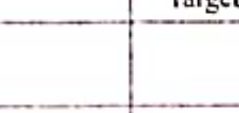
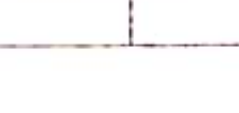

		Target date
Meeting started with a word of welcome by the coordinator at 2pm		
Agenda <ol style="list-style-type: none"> 1. SOP for academics 2. SOP for OBE implementation 3. SOP for Backlog reduction 4. Preparation of time table as per SOP 5. SOP for remedial classes 		
Discussion & Decisions taken. <ol style="list-style-type: none"> 1. The Dean academics presented SOP for academics and all HODs and members approved it. 2. The meeting discussed about the implementation of OBE and the calculation of attainment and remedial measures based on it. 3. The focus shifted to discussing the identification of number backlogs of each students from every semester and discussed about the reduction of backlogs. 4. Meeting decided to remedial classes from 4.30 -5.30 	Dr Smitha KM Bushra A R <i>Dr Smitha</i> Muhammed Ismail Sabeena Salam	Throughout Semester Throughout Semester Throughout Semester Throughout Semester
Conclusion All members decided to implement the decisions as per schedule		

KMEA ENGINEERING COLLEGE

Minutes of the meeting

Subject: IQAC CORE COMMITTEE MEETING-1	
Date of Meeting: 20/10/2023	Time: 2pm
Venue: Board Room	
To: Principal	
CC: Coordinator & Members	
Date of issue: 20/10/2023	
Ref: COMM/IQAC/C-1/2023	Pages: 3

Core Committee Members Present

Sl.no	Name & Designation	Signature
1.	Dr. Amar Nishad- Principal	
2.	Dr. Rekha Lakshmanan- Vice Principal	
3.	Dr. Bijesh Paul-Coordinator	
4.	Prof Muhammed Ajmal –Co-Coordinator & Secretary	
5.	Dr. Sajith T.A-Dean Research	
6.	Dr. Reena Sebastian-Dean S & S Affairs & HOD EE	
7.	Prof Veena K Vishwom-A.O	
8.	Dr. Sija Arun-HOD,CE	
9.	Dr. Sangeetha C P-HOD RA	
10.	Dr. Leera Raju-HOD, ME	
11.	Dr. Dr. Shahin Abdullah-HOD, EC	
12.	Dr. Poulouse Poulouse- Assoc Professor, ME	
13.	Dr Shyni Shajahan - Assoc Professor, CS	
14.	Bushra A R- Asst Professor, ECE	
15.	Fareetha A Kareem - Asst Professor, EEE	
16.	Prof Rijul-HOD, SF	
17.	Dr B iji Chinnamma Thomas-Asoc Professor, CE	
18.	Prof Shahina M.S- Asst Professor, BSH	
19.	Prof Aju Philip-Placement office-Special invitee	
20.	Prof Kannan Ramesh-Physical Education Director-Special invitee	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 2pm		
	Agenda		

<ol style="list-style-type: none"> 1. SOP for Academic planning for the upcoming semester 2. SOP for work allocation 3. SOP for Time table preparation 4. SOP for gap analysis 5. SOP for Instructional Resources Preparation 		
<p>Discussion & Decisions taken.</p> <ol style="list-style-type: none"> 1. The IQAC coordinator presented SOP for workload Allocation. Meeting discussed about the same and approved after necessary modification 2. Through discussion regarding SOP for Timetable was done and the same was approved during the meeting. 3. Based on the attainment and data of the previous even semester it was decided to conduct gap analysis and to formulate necessary measures to address these gaps. 4. SOP for instructional resources preparation was analysed and the meeting decided to implement the same 	Coordinator	January 2nd
<p>Conclusion</p> <p>All members decided to implement the decisions as per schedule</p>		

KMEA ENGINEERING COLLEGE

Minutes of the meeting

Subject: IQAC CORE COMMITTEE MEETING-1

Date of Meeting: 13/6/2024

Time: 2pm

Venue: Board Room

To: Principal

CC: Coordinator & Members

Date of issue: 13/6/2024

Ref: COMM/IQAC/C-1/2024

Pages: 3

Core Committee Members Present

Sl.no	Name & Designation	Signature
1.	Dr. Amar Nishad- Principal	
2.	Dr. Rekha Lakshmanan- Vice Principal	
3.	Dr. Bijesh Paul-Coordinator	
4.	Prof Muhammed Ajmal -Co-Coordinator & Secretary	
5.	Dr. Smitha K.M -Dean Academics	
6.	Dr. Sajith T.A-Dean Research	
7.	Dr. Reena Sebastian-Dean S & S Affairs & HOD EE	
8.	Prof Veena K Vishwom-A.O	
9.	Dr. Sija Arun-HOD, CE	
10.	Dr. Benazir K.K-HOD, Cs	
11.	Dr. Sangeetha C P-HOD RA	
12.	Dr. Leera Raju-HOD, ME	
13.	Dr. Dr. Shahin Abdulla-HOD, EC	
14.	Prof Rijul-HOD, SF	
15.	Dr B iji Chinnamma Thomas-Assoe Professor, CE	
16.	Prof Shahina M.S- Asst Professor, BSII	
17.	Prof Aju Philip-Placement office-Special invitee	
18.	Prof Kannn Ramesh-Physical Education Director-Special invitee	

Absentees with apology: Nil

Sl no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 2pm		
	Agenda <ol style="list-style-type: none"> Vision & Mission Subject or Course Allotment as per SOP Work Load Preparation as per SOP 		

4. Preparation of time table as per SOP
5. Instructional Resources Preparation as per SOP
6. Preparation of Academic Calendar @ college level & department level based on University Calendar
7. Framing of CO, PO PSO mapping
8. Formation of Stream Coordinators & CEC as per SOP
9. Fixing Curriculum Gap & Content beyond Syllabus based on previous semester academic data
10. Devising Value added Programs, Certificate Programs, Adjunct courses & Bridge Courses As well as sending recommendations to BOS of University
11. Academic Audit
12. Department & College Budget as per SOP
13. Implementation of four SOPs related to academics
14. Formation of DAB, DAC & DQAC at department level.
15. Finalization of Department Activity Plan & College activity Plan
16. Placement & Higher Learning as per SOP
17. Innovation & Start up Eco system
18. Accreditations & NIRF Ranking
19. Research & Academic Contributions as per SOP
20. Research & Consultancy as per SOP
21. Research Guidance
22. Interaction with outside world & Faculty Extension Activities
23. MOUs & Academic Collaborations as per SOP
24. Professional Bodies
25. Journals, Magazines & Newsletters- Department & College level
26. Administration
27. Admission
28. Extension activities
29. Physical Education
30. Grievance Redressal System
31. Alumni Interactions
32. Outcome
33. Action plan of KIC, KRCC, KCEC, KSEC & KCGPU
34. Process flow

Special Agenda

1. Induction program-2024
2. KTU Audit & Inspection

Discussion & Decisions taken.

1. The meeting discussed about Vision & Mission of College.
2. The meeting discussed about collection of course preferences, course allotment, work load preparation, time table preparation, instructional resource preparation, innovative teaching methods & academic calendar preparation pertaining to academic planning as per the sops for planning.
3. The focus shifted to discussing the identification of curriculum gaps anticipated in the next academic year, highlighting the importance of industry collaboration and faculty expertise in ensuring the curriculum remains up-to-date and aligned with industry requirements

Coordinator

HODs

June

Dr. Sangeetha

June

4. The participants engaged in a productive discussion on incorporating additional content beyond the syllabus to address curriculum gaps, exploring avenues such as guest lectures, workshops, value added programs and industry driven projects to enhance students' practical exposure.	Coordinator (CEC)	June
5. The meeting decided to entrust departments & other entities to prepare department activity plan & department budget.	HODs	June
6. Meeting decided to inform KCGPU coordinator to prepare roadmap for placements & higher studies.	Prof Aju Philip	June
7. Meeting entrusted KIC coordinator to prepare action plan for enhancing innovation eco system with smart outcomes	Dr Sangeetha	June
8. It is decided to prepare a plan of action by KRCC for enriching research & entrusted the same to KRCC coordinator	Dr. Sajith	June
9. Meeting decided to encourage faculty extension activities & interaction with outside world	HODs	Throughout Semester
10. It is decided to enhance MOUs with industries & International Universities, association with professional bodies with specific target to each department	Dr. Sangeetha	Entire Semester
11. Meeting discussed about administrative policy & decided to give suggestions regarding same to college council	Prof Veena	July
12. Meeting discussed about NBA & NAAC Accreditations as well as NIRF Rankings	Coordinators	Throughout Semester
13. Meeting decided to ask Physical education department to prepare action plan for the current academic year with anticipatory outcomes.	Pof Kannan Ramesh	June
14. It is decided to prepare a road map for extension activities through KSEC.	Prof Bitu	June
15. It is also decided to strengthen alumni interaction & grievances redressal mechanism	Prof Abini & Dr Shahin	June
17. Dr Reena briefed the committee regarding the induction program for 2024.	Prof Ajmal Pof Veena	Entire Semester July
18. Dr Bijesh briefed the committee about KTU inspection to be conducted and its preparation	Dr. Reena	July
19. Prof Ajmal briefed about the process flow & its schedule	Dr. Bijesh Coordinators	June Through out semester
Conclusion All members decided to implement the decisions as per schedule		