



UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

MINUTES OF MEETING

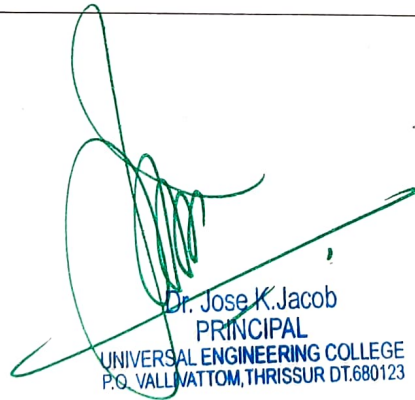
Subject: Meeting of IQAC - 1	
Date of meeting: 24/03/2022	Time: 2:00 PM
Venue:	
TO: All Attendees	
cc: All Attendees	
Date of issue: 26/03/2022	
Ref.:	Pages: 3- including this page

ATTENDEES			
1	Dr. K K Narayanan	13	Mr. Deepak K N
2	Mr. Antonio Joseph V K	14	Ms. Latha Thomas
3	Mr. Francis P A	15	Mr. Texo Jose
4	Ms. Bindumol V G		
5	Ms. Rekha M		
6	Ms. Remya V R		
7	Mr. Sreeraj R		
8	Mr. Arjun M S		
9	Ms. Reshma P S		
10	Ms. Anima P		
11	Ms. Athira N R		
12	Mr. Prem Sankar		
Absentees with Apology	Mr. P K Salim, Mr. Sreekanth V M, Sri. Shaji Nakkara, Dr. Harikrsihnan S, Mr. Abdul Razak, Mr. Nikhil R		

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
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ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p>Dr. Narayanan K K, Director, IQAC welcomed all. He briefed about the agenda of the meeting. Discussions were made on the usage of Linways for the preparation of course files, enhancing the soft skills of the students and to make a five year plan for the institution. Following decisions were made in the meeting</p> <ul style="list-style-type: none"> • It is decided to create course files using Linways for the current semester. • It was also decided to conduct add-on course on Soft skills for the first year students, subject to the approval from the Principal. The faculty that may handle the course are: Ms. Athira N R Ms. Chelsy Joy Ms. Suprabha C C Ms. Noufala T S Mr. Prem Sankar Ms. Minnuja Shelly Ms. Gouri S Kumar <p>The course is initially planned for 1st year students and the course will be completed only once all the course contents are completed (may last for 2-3 semesters). There will be interim evaluations about the performance of students. Certificates will be provided by IQAC to those students who qualify all the evaluations. The course should be included as part of the time table (2hr per week - preferably continuous hours), so that it will be treated by the students seriously. Also, the course can be completed effectively. The time slots provided for the professional communication may be utilised for this purpose if it is difficult to find extra time amidst the busy academic schedule.</p> <p>The detailed content and duration of the course is as follows:</p> <p><u>Course on Soft Skills (Total Duration 120 hr)</u></p> <p>Course contents Elements of interpersonal communication (4 hr) Tools of communication (4 hr) Barriers to communication (2 hr) Speaking effectively (8 hr) Types of non-verbal communication (6 hr) Body language, posture and proximity (6 hr) Personal appearance (4 hr) Self confidence (6 hr)</p>	<p>All Faculty</p> <p>IQAC</p>	

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p>Listening skills (8 hr) Presentation skills (8 hr) Reflective thinking and writing (8 hr) Critical thinking (6 hr) Academic debate (4 hr) Group work (6 hr) Peer-to-peer interaction (8 hr) Stress and emotion management (8 hr) Time management (6 hr) Problem solving (6 hr) Decision making (6 hr) Workplace etiquette (6 hr)</p> <ul style="list-style-type: none"> A brainstorming session in connection with "UEC2K27 - Journey Towards Excellence", shall be organised in association with Staff Club for planning the activities or next five years inline with the college vision and mission. 	<p>IQAC and Staff Club</p>	
	<p><u>CONCLUSION</u></p> <p>All IQAC members are requested to share the details in their respective departments and to play an important role in implementing the above discussed matters.</p> <p>The meeting was adjourned at 4:00 PM</p>		





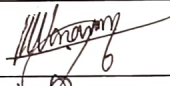

Dr. Jose K. Jacob
PRINCIPAL
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UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

MINUTES OF MEETING

Subject: Auditing meeting	
Date of meeting: 13/10/2021	Time: 10.00 am
Venue: NAAC Room	
FO: All Attendees	
cc: All Attendees	
Date of issue: 13/10/2021	
Ref.:	Pages: 3 - including this page

ATTENDEES		
1.	Dr. Jose K. Jacob (Principal)	
2.	Dr. Sreeraj R. (HOD CSE, NAAC Co-ordinator)	
3.	Dr. K.K.Narayanan (HOD ASH, IQAC Director)	
4.	Ms. Anima P. (Asso. Prof, CE, Internal Auditor)	
		Apology : Absentees

Discussed the following.

➤ S7

- Decided to create academic calendar for S7 in accordance with KTU

➤ Internal KTU Auditing

- Decided to Conduct internal audit for S2, S4 & S6
- Auditing will be in offline mode
- Auditing team will visit HOD's room in the scheduled dates and the auditing will be done in the presence of HOD only. Faculty members are requested to give clarification whenever needed.
- All the clarifications and queries regarding auditing must be done through mail in proper channel.
- A mail to all the faculty members will be send by IQAC regarding the KTU guidelines for conducting the internal audit
- All the faculty members have to submit their tutor files and course files on or before 29/10/2021
- HOD's should send a completion report to IQAC on or before 01/11/2021
- Auditing will start from 02/11/2021

➤ Course Material Uploading in Linways

- All the faculty members are requested to upload the course material (PDF Notes, Subject Videos, University QP and Solutions etc.) in Linways platform
- Step by step procedure for the uploading will be mailed to all faculty members in PDF format

Respective
faculty
members

CONCLUSION

All HODs are requested to implement the above discussed matters in action.

The meeting was adjourned at 11.00 am


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