



UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

MINUTES OF MEETING

Subject: Meeting of IQAC for planning the academic activities for AY 2020-21	
Date of meeting: 15/07/2020	Time: 6:00 P.M.
Venue: Google Meet	
TO: All Attendees	
cc: All Attendees	
Date of issue: 22/07/2020	
Ref.:	Pages: 4- including this page

ATTENDEES

✓1.	Dr. K K Narayanan (IQAC Director) <i>[Signature]</i>	12.	Mr. Prem Sankar (Dept. of ME) <i>[Signature]</i>
2.	Mr. P K Salim (Vice Chairman) <i>[Signature]</i>	13.	Ms. Meena Narayanan (Dept. of ASH) <i>[Signature]</i>
3.	Mr. Antonio Joseph V K (General Secretary) <i>[Signature]</i>	14.	Mr. Deepak K N (Dept. of CSE) <i>[Signature]</i>
4.	Mr. Francis P A (HoD, ME) <i>[Signature]</i>	15.	Ms. Latha Thomas (Dept. of EEE) <i>[Signature]</i>
✓5.	Ms. Bindumol V G (HoD, CE) <i>[Signature]</i>	16.	Mr. Hemanth T S (Exam Cell Coordinator) <i>[Signature]</i>
6.	Ms. Fathima Sasveena Beegam (HoD, ECE) <i>[Signature]</i>	17.	Mr. Texo Jose (NSS program officer) <i>[Signature]</i>
7.	Ms. Remya V R (HoD, EEE) <i>[Signature]</i>	18.	Mr. Abdul Razak (Workshop Superintendent) <i>[Signature]</i>
8.	Mr. Sanal Kumar T S (HoD, CSE) <i>[Signature]</i>	19.	Dr. Harikrishnan S (GM Cochin Shipyard) <i>[Signature]</i>
9.	Mr. Anoop A B (Joint Secretary - Administration & Exam) <i>[Signature]</i>	20.	Sri. Shaji Nakkara (Block Panchayat President, Vellangallur) <i>[Signature]</i>
10	Ms. Reshma P S (Joint Secretary Academics & Audit) <i>[Signature]</i>	21.	Mr. Suhaim V M (Alumni) <i>[Signature]</i>
11.	Ms. Anima P (KTU Internal Auditor) <i>[Signature]</i>		
Absent : Admin Manager, Mr. Prem Sankar (Dept. of ME), Vice President PTMA, College Union Chairman			

ITEM	MINUTES	ACTION BY	REMARKS / TARGET DATE

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p>Meeting was held for planning the academic activities for the academic year 2020-2021 and to review the activities held on the academic year 2019-20.</p> <p>Dr. K K Narayanan, Director, IQAC welcomed all. He congratulated the team for playing an important role in implementing most of the things planned for the academic year 2019-20.</p> <p>Review of the suggestions taken in the previous meeting held on 04/06/2019</p> <ul style="list-style-type: none"> • Gap identification for 2015 scheme was done based on the CO-PO mapping and the feedbacks obtained from the external stakeholders – Alumni, Employer and Industry experts. • Activities for filling the gaps in syllabus were planned and implemented. • Slow/fast learners were identified based on their academic performance and proper actions were taken. • Few Faculty and Students had done online courses but its not what was expected. More participations are expected in the coming years. Proper guidance should be given in this regard. • Students were motivated to participate in inter-institute events. However, a greater number of students are expected to participate in the coming years. • Students had undergone more than one-week industrial trainings. Need to improve the numbers in the upcoming academic years. • Facilities are arranged for incubation centre. A group of students from Computer science and engineering department has incubated their company in our new facility. 		

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	<ul style="list-style-type: none"> • 66 e- journals were subscribed and new book titles were also added. • Number of faculty attending FDPs had shown an increasing trend. • Slight improvement was there in the number of faculty publications. However, the numbers were not as expected. <p>Following suggestions were made to be implemented for the next academic year.</p> <ul style="list-style-type: none"> • COVID time should be utilise effectively. Try to make this as a learning curve and try to adapt to the new environment. Programs like technical talks, webinars etc can be conducted online with experts from industry and premium institutes. • Activities for filling the curriculum gap should be planned before the commencement of classes and the same is to get approved from the stream coordinator/DQAC. • Students should be encouraged to do online courses. Only a few students had done during the 2019-20 AY. • Pedagogical initiatives to be taken for all the courses. The same is to be included in the course plan and get approved from the stream coordinator. • Publication of research/project works should be encouraged among students and faculty. Special focus should be given to publish in Scopus/SCI indexed journals. However, initially this may not be stressed so as to create a trend of publishing the works done by faculty/students in a journal/conference. • Entrepreneurship among students should be promoted. • Faculty should be encouraged to attend FDP and more FDP to be organised in all the departments. • Measures need to be taken for improving the placements. 	<p>Suggestions that needs approval were given to BoG</p> <p>Other suggestions were forwarded to Principal for its implementation</p>	

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	<p>Placement and training cell should prepare a plan for the same. Proper training and support need to be given to the students.</p> <ul style="list-style-type: none"> • Books and Journals should be purchased as per the requirement. • All departments should publish technical magazines annually and newsletters in each semester. 		
	<p><u>CONCLUSION</u></p> <p>All the members were requested to share the details in their respective departments.</p> <p style="text-align: center;">The meeting was adjourned at 7.30 P.M.</p>		



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UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

MINUTES OF MEETING

Subject: Meeting of IQAC working committee	
Date of meeting: 01/09/2020	Time: 11.15am
Venue: GOOGLE MEET	
TO: All Attendees	
cc: All Attendees	
Date of issue: 01/09/2020	
Ref.:	Pages: 2- including this page

ATTENDEES	
1	Dr K K Narayanan
2	Antonio Joseph V K
3	Anoop A B
4	Reshma P S
5	Latha Thomas
6	Dhanya C G
Absentees with apology	Anima P, Deepak K N PremSankar,

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	General Meeting was held at 11.15am on 01/09/2020		
1.	Dr. K K Narayanan welcomed the members and gave a brief introduction about the agenda to be discussed.	All faculty	
2	The Agenda: 1.KTU internal audit of previous semester & current semester 2.Webinar/Seminar documents	All faculty	
	Main conclusions regarding KTU internal audit are:	All faculty	

3	<p>1. Last semester course files (lockdown period) should submit on or before 15th September 2020.</p> <p>2. Submit only soft copies of the documents during the period of online classes</p> <p>3. CO-PO mapping are to be completed only after getting further guidelines, but should keep all the soft copies of all series tests (both question paper & answersheets) and assignments in a drive at Tutor level.</p> <p>4. A check list regarding the course files of last semester are to be prepared and should be circulated among all faculty.</p>		
4	<p>The committee decided to prepare a proper guideline for the online classes of current semester.</p> <p>The course file of the current semester should be submitted only after the completion of last semester course files.</p>	IQAC	
5	<p>The committee discussed about Webinar/ Seminar documents. It was decided to keep the following documents.</p> <ol style="list-style-type: none"> 1. Documents related to webinar/seminar committee formation (Principal or concerned HoD's letter to the effect of formation) 2. Webinar/Seminar Brochure 3. Formal invitation letter to each resource person (original/copy) in college letterhead (from Principal / concerned HoD) 4. Participants registration details and attendance 5. Feedback forms from participants (hard/soft) 6. Sample of participation certificate and soft copies of certificates to all participants, if possible 7. Link of all the recorded sessions 8. Session wise report of the program (with supporting photographs) 	IQAC	
6	<p>The committee also discussed about whether a document controller is needed for IQAC or not. It is decided to keep the drive itself as the controller and the access to all faculty may be made through the drive.</p>		
<p><u>CONCLUSION</u></p> <p>All faculties are requested to implement the above discussed matters in action.</p> <p>The meeting was adjourned at 12.30 PM</p>			


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UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

MINUTES OF MEETING

Subject: Meeting of IQAC Working Committee	
Date of meeting: 09/04/2021	Time: 10:30 A.M.
Venue: IQAC Room	
TO: All Attendees	
cc: All Attendees	
Date of issue: 09/04/2021	
Ref.:	Pages: 2 - including this page

ATTENDEES

1.	Dr. K K Narayanan (IQAC Director)	<i>[Signature]</i>
2.	Mr. Antonio Joseph V K (General Secretary)	<i>[Signature]</i>
3.	Mr. Geo Jacob (Admin Coordinator)	<i>[Signature]</i>
4.	Mr. Anoop A B (Dept. of ME)	<i>[Signature]</i>
5.	Mr. Prem Sankar (Placement Officer)	<i>[Signature]</i>
6.	Ms. Reshma P S (Joint Secretary)	<i>[Signature]</i>
7.	Mr. Deepak K N (Dept. of CSE)	<i>[Signature]</i>
8.	Ms. Latha Thomas (Dept. of EEE)	<i>[Signature]</i>
9.	Ms. Dhanya C G (Dept. of ASH)	<i>[Signature]</i>
Absent: NIL		

ITEM	MINUTES	ACTION BY	REMARKS / TARGET DATE
	<ul style="list-style-type: none">Regular classes can be arranged in online mode for S6/S8S8 Project work to be concentrated in order to complete the same as soon as possible.First Series of S8 should be completed before 29.04.2021, S6 before 10.05.2021S8 Question papers should be submitted to IQAC on or before 20.04.2021 & S6 should be submitted on or before 26.04.2021.It is suggested to arrange an international conference during the month of August 2021.	HoDs	

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<ul style="list-style-type: none"> It is suggested to arrange an international conference during the month of August 2021. 		
	<p><u>CONCLUSION</u></p> <p>All the members were requested to share the details in their respective departments.</p> <p>The meeting was adjourned at 12.15 A.M.</p>		



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MINUTES OF MEETING

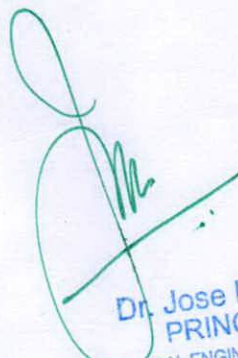
Subject: Meeting of IQAC Working Committee	
Date of meeting: 25/06/2021	Time: 09:30 A.M.
Venue: Google Meet	
TO: All Attendees	
cc: All Attendees	
Date of issue: 25/06/2021	
Ref.:	Pages: 2 - including this page

ATTENDEES

1.	Dr. K K Narayanan (IQAC Director) <i>KK Narayanan</i>		
2.	Mr. Antonio Joseph V K (General Secretary) <i>Antonio Joseph V K</i>		
3.	Mr. Prem Sankar (Placement Officer) <i>Prem Sankar</i>		
4.	Ms. Reshma P S (Joint Secretary) <i>Reshma P S</i>		
5.	Mr. Deepak K N (Dept. of CSE) <i>Deepak K N</i>		
6.	Ms. Latha Thomas (Dept. of EEE) <i>Latha Thomas</i>		
7.	Ms. Athira N R (Dept. of ASH) <i>Athira N R</i>		
Absent: NIL			

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<ul style="list-style-type: none">S8 End semester examinations to commence on 28.06.2021Revision classes for S1/S3 to start as soon as possible.Second series examination to be completed before 25.09.2021Contact classes for S4 & S6 labs to be scheduled.	HoDs	

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p><u>CONCLUSION</u></p> <p>All the members were requested to share the details in their respective departments.</p> <p>The meeting was adjourned at 10.30 A.M.</p>		



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