



# UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

## MINUTES OF MEETING

<b>Subject:</b> Meeting of IQAC for planning the academic activities for AY 2021-22	
<b>Date of meeting:</b> 16/06/2021	<b>Time:</b> 2:00 P.M.
<b>Venue:</b> Board Room	
<b>TO:</b> All Attendees	
<b>cc:</b> All Attendees	
<b>Date of issue:</b> 22/06/2021	
<b>Ref.:</b>	<b>Pages:</b> 3 - including this page

### ATTENDEES

1.	Dr. K K Narayanan (IQAC Director) <i>[Signature]</i>	11.	Ms. Reshma P S (Joint Secretary) <i>[Signature]</i>
2.	Mr. P K Salim (Vice Chairman) <i>[Signature]</i>	12.	Ms. Anima P (KTU Internal Auditor) <i>[Signature]</i>
3.	Mr. Antonio Joseph V K (General Secretary) <i>[Signature]</i>	13.	Mr. Prem Sankar (Placement Officer) <i>[Signature]</i>
4.	Mr. Geo Jacob (Admin Coordinator) <i>[Signature]</i>	14.	Ms. Athira N R (Dept. of ASH) <i>[Signature]</i>
5.	Mr. Francis P A (HoD, ME) <i>[Signature]</i>	15.	Mr. Deepak K N (Dept. of CSE) <i>[Signature]</i>
6.	Ms. Bindumol V G (HoD, CE) <i>[Signature]</i>	16.	Mr. Nikhil R (Dept. of CE) <i>[Signature]</i>
7.	Mrs. Rekha M (HoD, ECE) <i>[Signature]</i>	17.	Ms. Latha Thomas (Dept. of EEE) <i>[Signature]</i>
8.	Ms. Remya V R (HoD, EEE) <i>[Signature]</i>	18.	Mr. Sreekanth V M (Alumni Representative) <i>[Signature]</i>
9.	Dr. Sreeraj R (HOD, CSE) <i>[Signature]</i>	19.	Mr. Abdul Razak (Workshop Superintendent) <i>[Signature]</i>
10.	Mr. Texo Jose (NSS Programme Officer) <i>[Signature]</i>	20.	Dr. Harikrishnan S (GM Cochin Shipyard) <i>[Signature]</i>
Absent: Panchayat President, Vellangallur, Mr. Arjun M S (Dept. of ME), Vice President PTMA, College Union Chairman			

ITEM	MINUTES	ACTION BY	REMARKS / TARGET DATE
	Meeting was held for planning the academic activities for the academic year 2021-2022 and to review the activities held on the academic year 2020-21.		

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<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 2020-21.</p> <p><b>Review of the suggestions given in the previous meeting held on 15/07/2020</b></p> <ul style="list-style-type: none"> <li>• <b>Webinar and Online Courses:</b> Conducted webinars with industrial experts, which received positive feedback. Online courses were not effective; alternative methods will be explored for future implementations. Google Classrooms &amp; YouTube channels by Faculty were started easing the teaching learning process during Covid time</li> <li>• <b>Curriculum Gaps:</b> Identified and addressed curriculum gaps for the previous academic year through planned activities.</li> <li>• <b>Pedagogical Initiatives:</b> Implemented pedagogical initiatives, but they were not successful; further evaluation and improvement are needed.</li> <li>• <b>Project Publication:</b> Initiated a trend of publishing project work in conferences and journals, promoting research and innovation.</li> <li>• <b>IEDC Initiative:</b> Three teams participated in Flowers channel start up programme. Launched the "Go Corona" app as part of the IEDC initiative, contributing to the fight against COVID-19.</li> <li>• <b>Placement Training:</b> Conducted placement training programs, but placements were less due to COVID-19 pandemic; alternative strategies will be explored.</li> <li>• <b>Library Development:</b> Added 1206 volumes of books to the library, enhancing resources for students and faculty.</li> <li>• <b>Technical Magazine:</b> Published technical magazines, providing a platform for students and faculty to share knowledge and research.</li> </ul> <p><b>Following suggestions were made to be implemented for the next academic year.</b></p> <ul style="list-style-type: none"> <li>• Activities for filling the curriculum gap should be planned before the commencement of each semester</li> </ul>		

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p>and the same is to get approved from the stream coordinator/DQAC.</p> <ul style="list-style-type: none"> <li>• Suggested to apply for the NAAC Accreditation Process to enhance the institution's quality and credibility.</li> <li>• The Computer Science and Engineering Department had utilised resource persons from the industries to deliver a portion of few courses during the academic year 2020-2021. Appreciate the efforts. Since this could reduce the gap between industry and academia, all the departments should try to adopt the same from the current academic year onwards.</li> <li>• Special attention is to be given to the first year students as they had undergone only online classes for Higher secondary.</li> <li>• Special focus needs to be given for research. It is observed to be very weak in all the departments. Faculty should be encouraged to register for PhDs. Also some incentives to be given to the faculty publishing in indexed Journals.</li> <li>• Try to implement activity based learning for a few portions in all the courses.</li> <li>• Models, charts, animations etc. should be made for possible topics so as to aid the teaching learning process.</li> <li>• Pedagogical Initiatives: Discussed the need for innovative pedagogical initiatives to enhance teaching-learning processes.</li> <li>• Decided to conduct workshops, training programs, and faculty development programs to improve the technical skills of faculty and also to create awareness on outcome based education.</li> <li>• Book Purchase Requirement: Required books should be purchased for various departments. Decided to prioritize and process the requests to strengthen the library resources.</li> <li>• Placement Training and Placement Count: Expressed concern over the low placement count and inadequate placement training. Decided to revamp the placement training program and engage with industry experts to improve placement opportunities.</li> <li>• IEDC (Innovation and Entrepreneurship Development Cell) Discussed the need for IEDC to be more active and vibrant. Decided to encourage innovation, entrepreneurship, and start-up initiatives among students and faculty.</li> </ul>	<p><b>Suggestions that needs approval were given to BoG</b></p> <p><b>Other suggestions were forwarded to Principal for its implementation</b></p>	

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	The meeting was adjourned at 3.30 P.M.		



Dr. Jose K. Jacob  
PRINCIPAL  
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P.O. VALLIVATTOM, THRISSUR DT. 680 123



# UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

## MINUTES OF MEETING

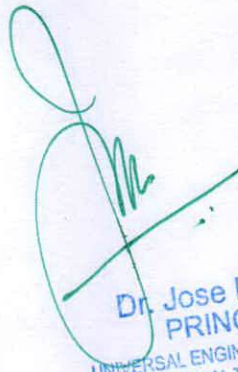
Subject: Meeting of IQAC Working Committee	
Date of meeting: 25/06/2021	Time: 09:30 A.M.
Venue: Google Meet	
TO: All Attendees	
cc: All Attendees	
Date of issue: 25/06/2021	
Ref.:	Pages: 2 - including this page

### 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"><li>S8 End semester examinations to commence on 28.06.2021</li><li>Revision classes for S1/S3 to start as soon as possible.</li><li>Second series examination to be completed before 25.09.2021</li><li>Contact classes for S4 &amp; S6 labs to be scheduled.</li></ul>	HoDs	

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





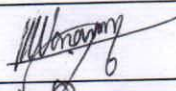

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# UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

## MINUTES OF MEETING

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

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**

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

## MINUTES OF MEETING

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

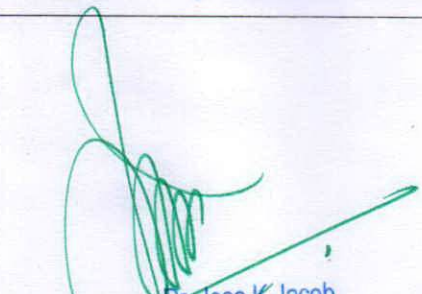
### ATTENDEES

1	Dr. K K Narayanan	<i>[Signature]</i>	13	Mr. Deepak K N	<i>[Signature]</i>
2	Mr. Antonio Joseph V K	<i>[Signature]</i>	14	Ms. Latha Thomas	<i>[Signature]</i>
3	Mr. Francis P A	<i>[Signature]</i>	15	Mr. Texo Jose	<i>[Signature]</i>
4	Ms. Bindumol V G	<i>[Signature]</i>			
5	Ms. Rekha M	<i>[Signature]</i>			
6	Ms. Remya V R	<i>[Signature]</i>			
7	Mr .Sreeraj R	<i>[Signature]</i>			
8	Mr. Arjun M S	<i>[Signature]</i>			
9	Ms. Reshma P S	<i>[Signature]</i>			
10	Ms. Anima P	<i>[Signature]</i>			
11	Ms. Athira N R	<i>[Signature]</i>			
12	Mr. Prem Sankar	<i>[Signature]</i>			
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"> <li>• It is decided to create course files using Linways for the current semester.</li> <li>• 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</li> </ul> <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><b><u>Course on Soft Skills (Total Duration 120 hr)</u></b></p> <p><b>Course contents</b>  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"> <li>A brainstorming session in connection with "UEC2K27 - <b>Journey Towards Excellence</b>", shall be organised in association with Staff Club for planning the activities or next five years inline with the college vision and mission.</li> </ul>	<p>IQAC and Staff Club</p>	
	<p><b><u>CONCLUSION</u></b></p> <p><b>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.</b></p> <p><b>The meeting was adjourned at 4:00 PM</b></p>		

  
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## MINUTES OF MEETING

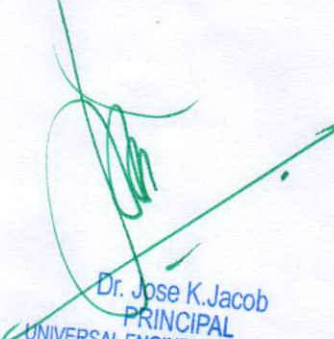
Subject: Meeting of IQAC -2	
Date of meeting: 01/06/2022	Time: 10:00 AM
Venue:	
TO: All Attendees	
cc: All Attendees	
Date of issue: 01/06/2022	
Ref.:	Pages: 3- including this page

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		
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. Texo Jose		
Absentees with Apology	Mr. P K Salim, Mr. Sreekanth V M, Sri. Shaji Nakkara, Dr. Harikrsihnan S, Mr. Abdul Razak, Mr. Prem Sankar, 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. Following were the decisions made in the meeting.</p> <ul style="list-style-type: none"> <li>• Internal audit for the current semester is scheduled on 13th June 2022. The course files for the theory courses and lab courses should be generated through Linways and should be kept as soft copy, while the course file for project/seminar and the tutor files should be kept as hard copy as we used to do in the previous semesters.</li> <li>• Reg. Course and class committee The common courses are identified for conducting the course committees and the chairman is also assigned for each courses.</li> </ul> <p>Following faculty members are nominated as Chairman/ Chairperson for the S2 Course committee.</p> <ol style="list-style-type: none"> <li>1. Vector Calculus, Diff. Equations and Transforms - Vimal N A (ME)</li> <li>2. Engineering Physics/ Chemistry - July M J (ASH)</li> <li>3. Engineering Graphics/ Mechanics - Anupama Jinan (CE)</li> <li>4. BME/ BCE/BEE/BEC - Suprabha CC (ASH)</li> <li>5. Physics / Chemistry Lab, Prof. Commn. - Nitha C Velayudhan (CSE)</li> <li>6. Workshops - ME/CE/EE/EC - Safna Beevi (ECE)</li> <li>7. Programming in C – Gayathri KK (ECE)</li> </ol> <p><b>S4</b></p> <ol style="list-style-type: none"> <li>1. MAT 202: Probability , Statistics &amp; Numerical Methods – Texo Jose (ME)</li> <li>2. MAT 204: Probability , Random Process &amp; Numerical Methods – Texo Jose (ME)</li> <li>3. MCN 202: Constitution of India- Mohammed V Akbar (AS&amp;H)</li> <li>4. HUT 200: Professional Ethics - Mohammed V Akbar(AS&amp;H)</li> <li>5. EST 200: Design Engineering- Dr. Hari Narayanan (CE)</li> </ol> <p><b>S6</b></p> <ol style="list-style-type: none"> <li>1. HUT310: Management for Engineers- Deepak K N (CSE)</li> <li>2. HUT 300: Industrial Economics and Foreign Trade- Deepak K N(CSE)</li> </ol> <p><b>S8</b></p> <ol style="list-style-type: none"> <li>1. BT 462 : Sustainable Engineering – Dr. Jolly ( EEE)</li> <li>2. CE 482: Environmental Impact Assessment- Dr. Jolly ( EEE)</li> </ol>	<p>All Faculty</p> <p><b>IQAC and Course Committee chairman/ chairperson</b></p>	

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<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 11:00 AM</p>		

  
 Dr. Jose K. Jacob  
 PRINCIPAL  
 UNIVERSAL ENGINEERING COLLEGE  
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# Action Taken Report 2021-2022

## Academic Excellence Initiatives

1. Conducted activities to fill curriculum gaps in syllabus, enhancing student learning outcomes.
2. Organized sessions handled by industrial experts for select courses, fostering industry-academia collaboration.
3. Implemented bridge courses and remedial measures for first-year students, ensuring smoother transition.

## Innovative Learning Methods

1. Introduced activity-based learning, promoting experiential education.

## Faculty Development

1. Provided incentives for publications in indexed journals, encouraging faculty research.

## Workshop and Training

1. Conducted outcome-based workshop, focusing on result-oriented education.

## Library Enhancement

1. Added 2008 volumes to the library, expanding knowledge resources.

## Entrepreneurship Development

1. Conducted programmes under IEDC (Innovation and Entrepreneurship Development Cell), nurturing entrepreneurial spirit.

## Placement Enhancement

1. Improved placement counts through intensified placement training sessions.

## Examination Schedule

1. Conducted First Series exam for S7 (10-12 Nov 2021)
2. Completed First Series exams for S1, S3, S5 (12-15 Jan 2022)
3. Conducted Second Series exams for S3, S5 (19-22 Feb 2022)
4. Conducted Second Series exam for S1 (23-24 Feb 2022)
5. Conducted Second Series exam for S7 (18-22 Dec 2021)
6. Conducted First Series test for S8 (12-14 Apr 2022) and S2 (6-9 May 2022)
7. Conducted First Series test for S4, S6 (26-28 May 2022)
8. Conducted Second Series exam for S8 (26-28 May 2022)
9. Conducted Second Series test for S2 (18-21 Jun 2022)
10. Conducted Second Series test for S4, S6 (1-4 Jul 2022)



A handwritten signature in blue ink, appearing to be 'Dr. Jose K. Jacob'.

Dr. Jose K. Jacob  
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