



# UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

## MINUTES OF MEETING

Subject: Meeting of IQAC for planning the academic activities for AY 2022-23	
Date of meeting: 10/06/2022	Time: 11:00 A.M.
Venue: Board Room	
TO: All Attendees	
cc: All Attendees	
Date of issue: 15/06/2022	
Ref.:	Pages: 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.	Mrs. Anupama Jinan (Placement Officer) <i>[Signature]</i>
4. ✓	Mr. Geo Jacob (Admin Coordinator) <i>[Signature]</i>	14.	Mr. Arjun M S (Dept. of ME), <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. ✓	Ms. 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, Dept. of CSE) <i>[Signature]</i>	19.	Mr. Abdul Razak (Workshop Superintendent) <i>[Signature]</i>
10.	Mr. Texo Jose (NSS Programme Officer)	20.	Dr. Harikrishnan S (GM Cochin Shipyard) <i>[Signature]</i>
Absent : Block Panchayat President, Vellangallur, Ms. Athira N R (Dept. of ASH), Mr. Prem Sankar (Placement Officer), Vice President PTMA, College Union Chairman.			

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p>Meeting was held for planning the academic activities for the academic year 2022-2023 and to review the activities held on the academic year 2021-22.</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 2021-22.</p> <p><b>Review of the suggestions given in the previous meeting held on 16/06/2021</b></p> <ul style="list-style-type: none"> <li>• Curriculum Gap: Conducted activities to fill curriculum gaps, ensuring students receive comprehensive knowledge.</li> <li>• Industry Expert Sessions: Resource persons from industry delivered sessions on a portion of syllabus for few courses, providing practical insights.</li> <li>• Bridge Course and Remedial Measures: Conducted bridge courses and implemented remedial measures for first-year students, enhancing their foundation.</li> <li>• NAAC Uploaded SSR1</li> <li>Conducted workshops and training programs for staff and faculty.</li> <li>• Faculty Incentives and Publications: Provided incentives to faculty members who published indexed journals, but noted that overall publication quality and count were less than expected.</li> <li>• Activity-Based Learning: Implemented activity-based learning, but recognized the need for further improvement.</li> <li>• Workshop/FDP: Conducted workshop on outcome-based education and Faculty Development Programs (FDP), focusing on improving the quality of teaching learning process.</li> <li>• Faculty Ph.D. Registrations: Encouraged faculty members to register for Ph.D., promoting research and academic growth.</li> <li>• Library Development: Added 2008 volumes of books to the library, enriching resources for students and faculty.</li> <li>• Placements and Training: Improved placement counts and conducted training programs, enhancing employability.</li> <li>• IEDC Initiatives: Conducted programs under IEDC, but acknowledged the need for increased activity and vibrancy.</li> </ul>		

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p><b>Following suggestions were made to be implemented for the next academic year.</b></p> <ul style="list-style-type: none"> <li>• Curriculum gap identification of the 2019 scheme should be done before the commencement of the even semester. After collecting the feedback from the stakeholders, the same is to be informed to the university.</li> <li>• After the S8 results of 2018-22 batch, attainment of program outcome needs to be calculated and relevant actions needs to be taken.</li> <li>• Activities need to be planned by IEDC/IIC for inculcating entrepreneurship skills among the students.</li> <li>• Workshop on NBA Accreditation needs to be organised for the faculty.</li> <li>• Faculty should be made aware about the use of modern tools in teaching learning process. Faculty development program on pedagogy should be organised.</li> <li>• More focus should be given to faculty research and publication.</li> <li>• Students successfully completing the MOOC/NPTEL courses are seen to be less. Motivate the students to attend the same.</li> <li>• Required books and journals should be purchased for various departments</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>	
	<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 12.30 P.M.</b></p>		



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

## MINUTES OF MEETING

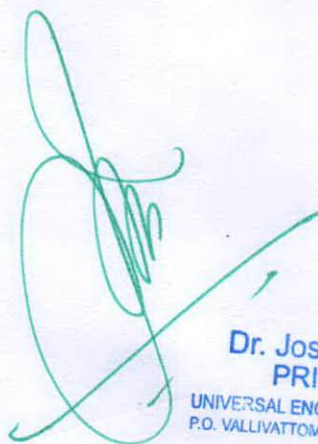
Subject: <b>Reg. NAAC peer team visit and commencement of odd semester classes</b>	
Date of meeting: <b>29/08/2022</b>	Time: <b>10:00 AM</b>
Venue: <b>IQAC Room</b>	
TO: <b>All Attendees</b>	
cc: <b>All Attendees</b>	
Date of issue: <b>29/08/2022</b>	
Ref.:	Pages: <b>2- including this page</b>

### ATTENDEES

1	Dr. K K Narayanan	6	Mr. Deepak K N
2	Mr. Antonio Joseph V K	7	Ms. Latha Thomas
3	Dr. Sreeraj R	8	Ms. Anima P
4	Mr. Arjun M S	9	Ms. Athira N R
5	Ms. Reshma P S		
Absentees with Apology	Mr. Nikhil R		

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p>Dr. Narayanan K K, Director, IQAC welcomed all. He briefed about the agenda of the meeting.</p> <ul style="list-style-type: none"><li>Discussed about the preparation of college academic calendar for the upcoming semester.</li><li>Date of NAAC peer team visit is confirmed on 26<sup>th</sup> and 27<sup>th</sup> September 2022. NAAC coordinator and HoD CSE, Dr. Sreeraj R briefed about the NAAC peer team visit and the necessary arrangements needed before and during the visit.</li><li>As per the KTU academic calendar, odd semester classes will be</li></ul>	<b>All Faculty</b>	

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p>starting on 12<sup>th</sup>, 13<sup>th</sup> and 19<sup>th</sup> September 2022 for S3, S7 and S5 respectively. We are planning to start the classes for S7 on 12<sup>th</sup> September 2022 and the first day will be a practice session of the previous semester labs, since the external lab exams for the previous semester will be starting soon.</p>		
	<p><b><u>CONCLUSION</u></b></p> <p><b>All IQAC members are requested to share the details in their respective departments.</b></p> <p><b>The meeting was adjourned at 11:30 AM</b></p>		



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# UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

## MINUTES OF MEETING

Subject: <b>IQAC MEETING</b>			
Date of meeting: <b>28/11//2022</b>	Time: <b>1:00 P.M.</b>		
Venue: <b>IQAC Room</b>			
TO: <b>All Attendees</b>			
cc: <b>All Attendees</b>			
Date of issue: <b>28/11//2022</b>			
Ref.:	Pages: <b>2- including this page</b>		
<b>ATTENDEES</b>			
1.	Dr. Sreeraj R (Director- IQAC)	6.	Mr. Nikhil R (Member, AP-CE)
2.	Mr. Antonio Joseph V K (General Secretary, AP-ME)	7.	Ms. Meera V M (Member, AP-CSE)
3.	Ms. Reshma P S (Joint Secretary, AP-ECE)	8.	Ms. Dhanya C G (Member, AP-ASH)
4.	Ms. Anima P (KTU Internal Auditor, Asso. Prof-CE)		
5.	Ms. Remya (Member, AP-EEE)		
Absent :			

ITEM	MINUTES	ACTION BY	REMARKS / TARGET DATE
	<p><b>General</b></p> <p>Meeting was called to order at: <b>1:00 PM on 28/11/2022</b></p> <p>Discussed the following.</p> <ul style="list-style-type: none"><li>All departments should strictly follow Academic Calendar.</li><li>All departments should correct the issues mentioned in KTU audit.</li><li>All departments should conduct third class committee.</li><li><b>Add-on Courses</b><ul style="list-style-type: none"><li>All departments should give value added courses to students from next semester to bridge industry gap.</li><li>Time table committee should allot hours for value added courses from next semester.</li></ul></li><li>IQAC should form strategic plan to overcome shortcomings</li></ul>	<b>Respective departments</b>	

	<p>spotted by NAAC team.</p> <ul style="list-style-type: none"><li>• Submitting proposals to purchase student journals.</li><li>• Submitting proposals to purchase latest software.</li></ul>	<b>Academic Council</b>	
	<p><b><u>CONCLUSION</u></b></p> <p><b>The meeting was adjourned at 1.30 P.M.</b></p>		



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# UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

## MINUTES OF MEETING

Subject: <b>IQAC MEETING</b>	
Date of meeting: <b>06/12/2022</b>	Time: <b>11:50 A.M.</b>
Venue: <b>IQAC Room</b>	
TO: <b>All Attendees</b>	
cc: <b>All Attendees</b>	
Date of issue: <b>06/12/2022</b>	
Ref.:	Pages: <b>2- including this page</b>

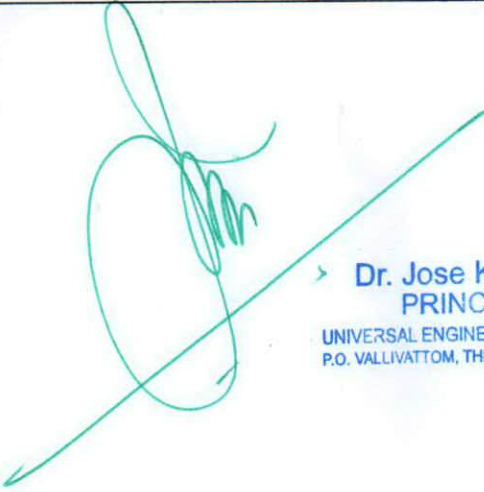
### ATTENDEES

1.	Dr. Sreeraj R (Director- IQAC)	6.	Ms. Meera V M (Member, AP-CSE)
2.	Mr. Antonio Joseph V K (General Secretary, AP-ME)	7.	Ms. Dhanya C G (Member, AP-ASH)
3.	Ms. Reshma P S (Joint Secretary, AP-ECE)		
4.	Ms. Anima P (KTU Internal Auditor, Asso. Prof-CE)		
5.	Mr. Nikhil R (Member, AP-CE)		
Absent :			

ITEM	MINUTES	ACTION BY	REMARKS / TARGET DATE
	<p><b>General</b></p> <p>Meeting was called to order at: <b>11:00 AM on 06/12/2022</b></p> <p>Discussed the following.</p> <p><b>1. Question Paper format</b></p> <ul style="list-style-type: none"><li>Decided to form a new question paper format, common for the college.</li><li>Third series question paper should follow university question paper format.<ul style="list-style-type: none"><li>It should have Part A and B.</li><li>Part A should be compulsory questions (Answer all questions) of total 18 marks (6 questions each carrying 3 marks). First 3 questions from module-A and rest 3 from module-B.</li><li>Part B should have choice questions. Total 32 marks. 16</li></ul></li></ul>	<b>Academic Council</b>	



	<p>mark each from both modules. Both questions should have OR questions. Questions can have sub-parts or a single question of 16 marks.</p> <p><b>2. Scheme of evaluation and answer key.</b></p> <ul style="list-style-type: none"> <li>Along with Series question paper, scheme and answer key should be prepared. Scheme format to be finalized.</li> </ul> <p><b>3. Add-on Course</b></p> <ul style="list-style-type: none"> <li>Each department has to propose an Add-on Course to bridge gap between industry and curriculum.</li> </ul> <p><b>4. Innovative teaching methodology</b></p> <ul style="list-style-type: none"> <li>Follow innovative teaching methodology in each department. Identify topics and give activity based assignments to students.</li> </ul> <p><b>5. Workshop for faculties</b></p> <ul style="list-style-type: none"> <li>IQAC is suggesting, to conduct activity based workshops for faculties.</li> </ul> <p><b>6. International Conference</b></p> <ul style="list-style-type: none"> <li>IQAC is putting forward a suggestion to conduct International Conference for all departments.</li> </ul>		
	<p><b><u>CONCLUSION</u></b></p> <p><b>The meeting was adjourned at 12.30 P.M.</b></p>		



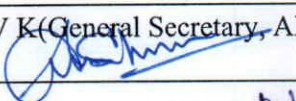
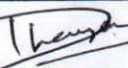






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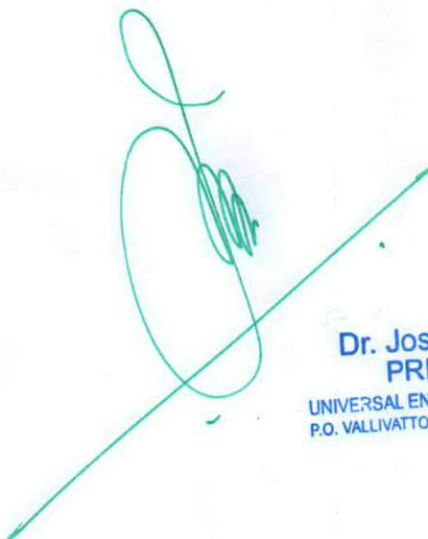
# UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

## MINUTES OF MEETING

Subject: <b>IQAC MEETING</b>			
Date of meeting: <b>13/12/2022</b>	Time: <b>12:40 P.M.</b>		
Venue: <b>IQAC Room</b>			
TO: <b>All Attendees</b>			
cc: <b>All Attendees</b>			
Date of issue: <b>03/12/2022</b>			
Ref.:	Pages: <b>2- including this page</b>		
<b>ATTENDEES</b>			
1.	Dr. Sreeraj R (Director- IQAC) 	6.	Ms. Meera V M (Member, AP-CSE) 
2.	Mr. Antonio Joseph V K (General Secretary, AP-ME) 	7.	Ms. Dhanya C G (Member, AP-ASH) 
3.	Ms. Reshma P S (Joint Secretary, AP-ECE) 	8.	Ms. Remya (Member, Asso. Prof -EEE) 
4.	Ms. Anima P (KTU Internal Auditor, Asso. Prof-CE) 		
5.	Mr. Nikhil R (Member, AP-CE) 		
Absent :			

ITEM	MINUTES	ACTION BY	REMARKS / TARGET DATE
	<p><b>General</b></p> <p>Meeting was called to order at: <b>12:40 PM on 13/12/2022</b></p> <p>Discussed the following.</p> <p><b>1. Question Paper format</b></p> <ul style="list-style-type: none"><li>Decided to send draft final copy of series question papers to all HoDs for discussing in Department level for finding out special case subjects that need separate format.</li><li>Along with question paper an QP evaluation report should be filed.</li><li>Format for QP evaluation report will be circulated along with the new QP format</li><li>The common question paper format will be: -<ul style="list-style-type: none"><li>having Part A and B.</li></ul></li></ul>	<b>Academic Council</b>	

	<ul style="list-style-type: none"><li>▪ Part A should be compulsory questions (Answer all questions) of total 18 marks (6 questions each carrying 3 marks). First 3 questions from module-A and rest 3 from module-B.</li><li>▪ Part B should have choice questions. Total 32 marks. 16 mark each from both modules. Both questions should have OR questions. Questions can have sub-parts or a single question of 16 marks.</li></ul> <p><b>2. Scheme of evaluation and answer key.</b></p> <ul style="list-style-type: none"><li>• Along with Series question paper, scheme and answer key should be prepared. Scheme format is almost finalized and will be circulated among HoDs.</li></ul>		
	<p><b><u>CONCLUSION</u></b></p> <p><b>The meeting was adjourned at 01.20 P.M.</b></p>		



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## MINUTES OF MEETING

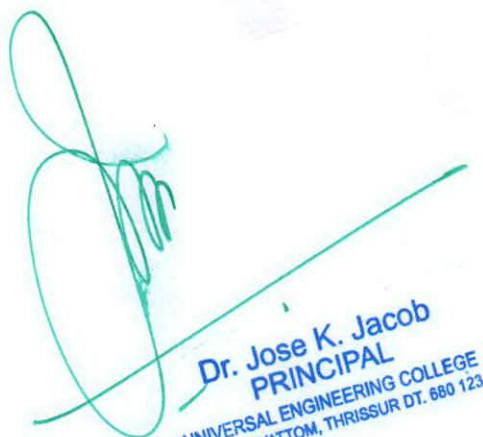
Subject: <b>IQAC MEETING</b>	
Date of meeting: <b>06/03/2023</b>	Time: <b>1:00 P.M.</b>
Venue: <b>IQAC Room</b>	
TO: <b>All Attendees</b>	
cc: <b>All Attendees</b>	
Date of issue: <b>07/03/2023</b>	
Ref.:	Pages: <b>2- including this page</b>

### ATTENDEES

1.	Dr. Sreeraj R (Director- IQAC) <i>[Signature]</i>	6.	Mr. Nikhil R (Member, AP-CE) <i>[Signature]</i>
2.	Mr. Antonio Joseph V K (General Secretary, AP-ME) <i>[Signature]</i>	7.	Ms. Meera V M (Member, AP-CSE) <i>[Signature]</i>
3.	Ms. Reshma P S (Joint Secretary, AP-ECE) <i>[Signature]</i>	8.	Ms. Dhanya C G (Member, AP-ASH) <i>[Signature]</i>
4.	Ms. Anima P (KTU Internal Auditor, Asso. Prof-CE) <i>[Signature]</i>		
5.	Ms. Remya (Member, AP-EEE) <i>[Signature]</i>		
Absent :			

ITEM	MINUTES	ACTION BY	REMARKS / TARGET DATE
	<p><b>General</b></p> <p>Meeting was called to order at: <b>1:00 PM on 07/03/2023</b></p> <p>Discussed the following.</p> <ul style="list-style-type: none"><li>All departments should strictly follow Academic Calendar.</li><li>All department should plan and schedule NBA related works and start preparing SAR</li><li>Series question paper format is finalized</li></ul>	<b>Respective departments</b>	

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<ul style="list-style-type: none"> <li>• <b>Add-on Courses</b> <ul style="list-style-type: none"> <li>• All departments should give value added courses to students from next semester to bridge industry gap.</li> </ul> </li> </ul>		
	<p><b><u>CONCLUSION</u></b></p> <p><b>The meeting was adjourned at 1.30 P.M.</b></p>		



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# UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

## MINUTES OF MEETING

Subject: <b>IQAC MEETING</b>	
Date of meeting: <b>20/04/2023</b>	Time: <b>1:00 P.M.</b>
Venue: <b>IQAC Room</b>	
TO: <b>All Attendees</b>	
cc: <b>All Attendees</b>	
Date of issue: <b>21/04/2023</b>	
Ref.:	Pages: <b>2- including this page</b>

### ATTENDEES

1.	Dr. Sreeraj R (Director- IQAC) <i>SS</i>	6.	Mr. Nikhil R (Member, AP-CE) <i>Nikhil</i>
2.	Mr. Antonio Joseph V K (General Secretary, AP-ME) <i>Antonio</i>	7.	Ms. Meera V M (Member, AP-CSE) <i>Meera</i>
3.	Ms. Reshma P S (Joint Secretary, AP-ECE) <i>RPS</i>	8.	Ms. Dhanya C G (Member, AP-ASH) <i>Dhanya</i>
4.	Ms. Anima P (KTU Internal Auditor, Asso. Prof-CE) <i>Anima</i>		
5.	Ms. Remya (Member, AP-EEE) <i>Remya</i>		
Absent :			

ITEM	MINUTES	ACTION BY	REMARKS / TARGET DATE
	<p><b>General</b></p> <p>Meeting was called to order at: <b>1:00 PM on 20/04/2023</b></p> <p>Discussed the following:</p> <p><b>NBA</b></p> <ul style="list-style-type: none"><li>NBA works should be planned in May 2023</li></ul>	<p><b>Respective departments</b></p>	

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p><b><u>Second Series Examination (S8)</u></b></p> <ul style="list-style-type: none"> <li>• Second Series Examination of S8 students should be planned by second week of May</li> </ul>		
	<p><b><u>CONCLUSION</u></b></p> <p><b>The meeting was adjourned at 1.30 P.M.</b></p>		



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## Action Taken Report 2022-2023

### Innovative Teaching Methodologies

Initiated activity-based assignments for select courses from odd semester 2022-23 onwards.

### Examination Schedule

1. Conducted First Series exams for S3, S5, S7 (28-31 Oct 2022)
2. Conducted Second Series exams for S3, S5, S7 (5-7 Dec 2022) and First-year classes (5-7 Dec 2022)
3. Conducted Second Internal Audit (18-20 Jan 2023)
4. Conducted First Series test for S4, S6 (25-28 Mar 2023) and S8 (27-28 Mar 2023)
5. Conducted Second Series test for S8 (19-22 May 2023)
6. Conducted First Series test for S2 & Second Series test for S4, S6 (12-17 Jun 2023)

### Quality Enhancement Initiatives

1. Initiated SAR preparation for NBA accreditation.
2. Organized add-on/value-added courses and industrial visits.
3. Conducted training session on Outcome-based education (3-4 Mar 2023).
4. Finalized new format for series question paper (7 Mar 2023).

### Accreditation and Development

1. Conducted NBA accreditation workshop (2 days).
2. Conducted workshop on Institution Development Plan (1 day).
3. Identified curriculum gaps for 2019 scheme and informed university.

### Student Development

1. Encouraged students to take MOOC/NPTEL and other online courses.

### Library Enhancement

1. Added 3054 volumes to the library.

### Entrepreneurship Development

1. Conducted IEDC activities, resulting in incubations and alumni company registration.

### Internal Audits

1. Conducted Internal Audit of odd semester (15 Nov 2022).
2. Conducted Internal Audits of even semesters (13-14 Jun 2023).



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