



# UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

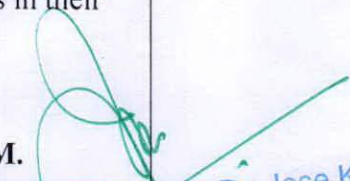
## MINUTES OF MEETING

Subject: Meeting of IQAC for planning the academic activities for AY 2023-24	
Date of meeting: 28/04/2023	Time: 10:00 A.M.
Venue: Board Room	
TO: All Attendees	
cc: All Attendees	
Date of issue: 02/05/2023	
Ref.:	Pages: 3- including this page

### ATTENDEES

1.	Dr. K K Narayanan (IQAC Director)	11.	Dr. Sreeraj R (HoD CSE)
2.	Mr. P K Salim (Management Representative)	12.	Dr. Prem Sankar (HOD ME & Placement Officer)
3.	Mr. Antonio Joseph V K (General Secretary)	13.	Mr. Arjun M S (Dept. of ME)
4.	Mr. Geo Jacob (Admin Coordinator)	14.	Mr. Athira N R (Dept. of AS & H)
5.	Ms. Reshma P S (Joint Secretary)	15.	Mr. Nikhil R (Dept. of CE)
6.	Dr. Harinarayanan N H (HoD, CE)	16.	Ms. Latha Thomas (Dept. of EEE)
7.	Dr. Arun Pradeep (HoD, ECE)	17.	Mr. Abdul Razak (Workshop Superintendent)
8.	Dr. Joly M (HoD, EEE)	18.	Dr. Harikrishnan S (GM Cochin Shipyard)
9.	Ms. Anima P (KTU Internal Auditor)		
10.	Ms. Anupama Jinan (NSS Programme Officer)		
Absent : Block Panchayat President, Vellangallur, Deepak K N (Dept. of CSE), Mr. Sreekanth V M (Alumni Representative), College Union Chairman, Vice President PTMA			

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p>Meeting was held for planning the academic activities for the academic year 2023-2024 and to review the activities held on the academic year 2022-23.</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 2022-23.</p> <p><b>Review of the suggestions given in the previous meeting held on 10/06/2022</b></p> <ul style="list-style-type: none"> <li>• Curriculum Gap Identification: Completed identification of curriculum gaps for 2019 scheme. Collected feedback from stakeholders and informed the university for necessary actions.</li> <li>• S8 Result Attainment: Calculated attainment for 2018-2022 batch and took corrective actions to improve results.</li> <li>• NBA Accreditation Workshop: Conducted a two-day workshop on NBA accreditation for faculty members, enhancing awareness and preparedness.</li> <li>• Institution Development Plan: Organized a one-day workshop on the institution development plan, aligning efforts for growth.</li> <li>• Activity-Based Learning: Completed the report on activity-based learning, highlighting best practices and areas for improvement.</li> <li>• Faculty Research and Publication: Encouraged faculty research and publication, recognizing the need for increased output.</li> <li>• MOOC/NPTEL Courses: Motivated students to take MOOC/NPTEL courses; while some responded. Efforts will continue to increase participation.</li> <li>• Faculty Ph.D. Registrations: Faculty members registered for Ph.D.; further motivation and support will be provided to increase numbers.</li> <li>• Library Development: Added 3054 volumes to the library, enriching resources for students and faculty.</li> <li>• IEDC Activities: Conducted IEDC activities, resulting in incubations and registered companies by alumni, fostering entrepreneurship.</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>• <b>Mentoring:</b> Emphasized the need for increased focus on mentoring students, especially LET students.</li> <li>• <b>LET Students:</b> Recognized the knowledge gap in problematic papers among LET students and agreed to provide additional support.</li> <li>• <b>Result Improvement:</b> Take necessary actions to achieve better outcomes.</li> <li>• <b>Slow learners:</b> Conduct special classes for clearing the supplementary of previous semesters aiming to make the students graduated at the end of eighth semester.</li> <li>• <b>NBA Accreditation:</b> EC, CSE &amp; CE departments should apply for the NBA accreditation in the current academic year.</li> <li>• <b>IEDC Activities:</b> More activities should be planned in IEDC aiming at more incubations and company registrations.</li> <li>• <b>Library Development:</b> Should purchase necessary books mentioned in the syllabus, journals, and other resources.</li> <li>• <b>Faculty Development:</b> Motivate the faculty members to register for Ph.D. and encourage quality publications.</li> <li>• <b>FDPs and Workshops:</b> Decided to conduct more Faculty Development Programs (FDPs) and workshops for faculty growth.</li> <li>• <b>Industrial Visits and Internships:</b> Emphasized the importance of industrial visits and internships for practical exposure.</li> <li>• <b>Placements:</b> Should focus more on improving placements and placement training, ensuring better employability.</li> <li>• <b>5 Year strategic Plan</b> Should prepare strategic plan for the next 5 years starting from the AY 2024-25 onwards</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 11.30 A.M.</b></p>		<p><b>Dr. Jose K. Jacob</b> <b>PRINCIPAL</b> UNIVERSAL ENGINEERING COLLEGE P.O. VALLIVATTOM, THRISSUR DT. 680 123</p>



# UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

## MINUTES OF MEETING

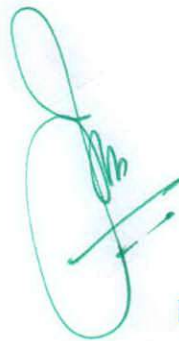
Subject: <b>IQACMEETING</b>	
Date of meeting: <b>24/05/2023</b>	Time: <b>1:30 P.M.</b>
Venue: <b>IQAC Room</b>	
TO: <b>All Attendees</b>	
cc: <b>All Attendees</b>	
Date of issue: <b>25/05/2023</b>	
Ref.:	Pages: <b>2- including this page</b>

### 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>1:30 PM on 24/05/2023</b></p> <p>Discussed the following:</p> <p><b>NBA</b></p> <ul style="list-style-type: none"><li>Evaluated the progress of NBA works and suggested the necessary actions to overcome the shortfalls.</li></ul>	<p><b>Respective departments</b></p>	

	<p><b><u>Second Series Examination</u></b></p> <p>Second Series Examination is planned to be conducted from 12<sup>th</sup> to 17<sup>th</sup> June 2023, with a single exam in a day.</p>		
	<p><b><u>CONCLUSION</u></b></p> <p><b>The meeting was adjourned at 2.00 P.M.</b></p>		



Dr. Jose K. Jacob  
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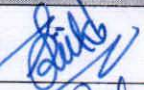
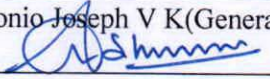





# UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

## MINUTES OF MEETING

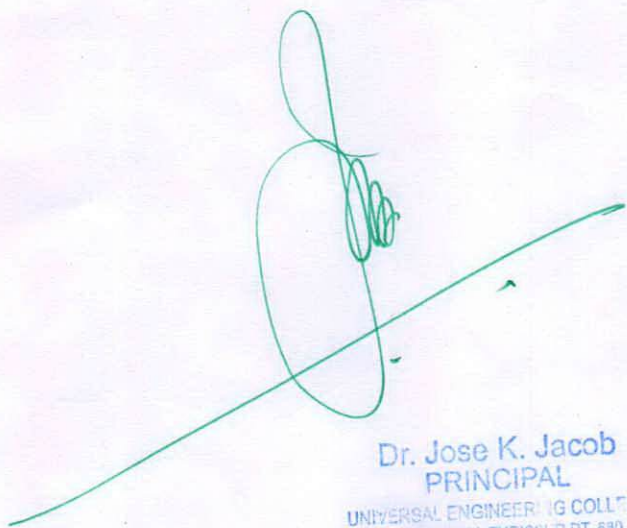
Subject: <b>IQAC MEETING</b>	
Date of meeting: <b>13/07/2023</b>	Time: <b>1:00 P.M.</b>
Venue: <b>IQAC Room</b>	
TO: <b>All Attendees</b>	
cc: <b>All Attendees</b>	
Date of issue: <b>13/07/2023</b>	
Ref.:	Pages: <b>2- including this page</b>

### ATTENDEES

1.	Dr. Sreeraj R (Director- IQAC) 	5.	Mr. Nikhil R (Member, AP-CE) 
2.	Mr. Antonio Joseph V K (General Secretary, AP-ME), 	6.	Ms. Geethu P C (Member, AP-CSE) 
3.	Ms. Reshma P S (Joint Secretary, AP-ECE) 		
4.	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 13/07/2023</b></p> <p>Discussed the following:</p> <p><b>KTU External Auditing</b></p> <ul style="list-style-type: none"><li>• It is directed to submit college and department specific files.</li><li>• All IQAC members are directed to verify the files based on the checklist for the external KTU audit.</li></ul>	<p>Respective departments</p> <p><b>IQAC department in charges</b></p>	<p>14-07-2023</p> <p>15-07-2023</p>

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p><b><u>CONCLUSION</u></b></p> <p><b>The meeting was adjourned at 1.30 P.M.</b></p>		


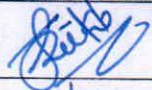
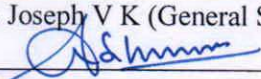






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# UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM


## MINUTES OF MEETING

Subject: <b>IQAC MEETING</b>			
Date of meeting: <b>08/09/2023</b>	Time: <b>12:00 P.M.</b>		
Venue: <b>IQAC Room</b>			
TO: <b>All Attendees</b>			
cc: <b>All Attendees</b>			
Date of issue: <b>09/09/2023</b>			
Ref.:	Pages: <b>2- including this page</b>		
<b>ATTENDEES</b>			
1.	Dr. Sreeraj R (Director- IQAC) 	5.	Mr. Nikhil R (Member, AP-CE) 
2.	Mr. Antonio Joseph V K (General Secretary, AP-ME), 	6.	Ms. Athira A S (Member, AP-CSE) 
3.	Ms. Reshma P S (Joint Secretary, AP-ECE) 	7.	Ms. July M J (Member, AP-ASH) 
4.	Ms. Remya (Member, AP-EEE) 		
Absent :			

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p><b><u>General</u></b></p> <p>Meeting was called to order at: <b>12:00 PM on 08/09/2023</b></p> <p>Discussed the following:</p> <ul style="list-style-type: none"><li>Regarding the commencement of B Tech classes. S3 classes will start on 19<sup>th</sup> September 2023, S5 classes on 12<sup>th</sup> September 2023 and S7 classes on 13<sup>th</sup> September 2023.</li><li>1<sup>st</sup> class/course committee meeting should be done before 27<sup>th</sup> September 2023.</li><li>It was decided to conduct 1<sup>st</sup> series exam for S5 and S7 from 9<sup>th</sup> to 11<sup>th</sup> Oct 2023 and for S1 and S3 from 27<sup>th</sup> to 30<sup>th</sup> Oct 2023.</li></ul>	<p><b>Respective departments</b></p> <p><b>Tutors (for Class committee) and chairman of courses (for course committee)</b></p>	



ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p data-bbox="236 344 488 387"><b><u>CONCLUSION</u></b></p> <p data-bbox="422 443 1015 539"><b>The meeting was adjourned at 12:30 P.M.</b></p>		




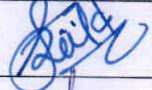
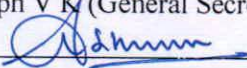


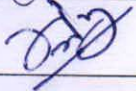

**Dr. Jose K. Jacob**  
**PRINCIPAL**

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# UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

## MINUTES OF MEETING

Subject: <b>IQAC MEETING</b>			
Date of meeting: <b>07/11/2023</b>	Time: <b>1:30 P.M.</b>		
Venue: <b>IQAC Room</b>			
TO: <b>All Attendees</b>			
cc: <b>All Attendees</b>			
Date of issue: <b>08/11/2023</b>			
Ref.:	Pages: <b>2- including this page</b>		
<b>ATTENDEES</b>			
1.	Dr. Sreeraj R (Director- IQAC) 	5.	Mr. Nikhil R (Member, AP-CE) 
2.	Mr. Antonio Joseph V K (General Secretary, AP-ME), 	6.	Ms. Athira A S (Member, AP-CSE) 
3.	Ms. Reshma P S (Joint Secretary, AP-ECE) 	7.	Ms. July M J (Member, AP-ASH) 
4.	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>1:30 PM on 07/11/2023</b></p> <p>Discussed the following:</p> <ul style="list-style-type: none"><li>It was decided to conduct 2<sup>nd</sup> series exam for S5 and S7 from 2<sup>nd</sup> to 5<sup>th</sup> Dec 2023 and for S1 and S3 from 8<sup>th</sup> to 12<sup>th</sup> Dec 2023.</li><li>Internal audit will be conducted during Nov 14<sup>th</sup> and 15<sup>th</sup> 2023 for all the departments. Auditing team constituted by IQAC headed by Ms. Rekha M will conduct the auditing.</li></ul>	<p><b>Respective departments</b></p> <p><b>Ms. Rekha M (KTU Internal Auditor)</b></p>	

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p data-bbox="236 293 485 331"><b><u>CONCLUSION</u></b></p> <p data-bbox="421 387 1015 483"><b>The meeting was adjourned at 2:30 P.M.</b></p>		



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# UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

## MINUTES OF MEETING

Subject: <b>IQAC MEETING</b>	
Date of meeting: <b>04/03/2024</b>	Time: <b>1:30 P.M.</b>
Venue: <b>IQAC Room</b>	
TO: <b>All Attendees</b>	
cc: <b>All Attendees</b>	
Date of issue: <b>05/03/2024</b>	
Ref.:	Pages: <b>2- including this page</b>

### ATTENDEES

1.	Dr. Harinarayan N H (Director - IQAC)	6.	Ms. Gayathri K K (Member, AP - ECE)
2.	Mr. Nikhil R (Secretary, AP - CE)	7.	Ms. Nighila Ashok K (Member, AP - CSE)
3.	Mr. Antonio Joseph V K (NBA Coordinator, AP-ME)	8.	Ms. July M J (Member, Assoc. Prof. - ASH)
4.	Ms. Remya V R (Joint Secretary, AP-EEE)		
5.	Ms. Rekha M (KTU internal auditor, Assoc. Prof. - ECE)		
Absent : Mr. Arjun M S			

ITEM	MINUTES	ACTION BY	REMARKS / TARGET DATE
	<p><b>General</b></p> <p>Meeting was called to order at <b>1:30 PM on 04/03/2024</b></p> <p>Discussed the following:</p> <p><b>Internal Audit</b></p> <p>Internal Audit is scheduled on 11<sup>th</sup> 12<sup>th</sup> and 13<sup>th</sup> March 2024. All course files of the previous semester and current semester to be verified.</p> <p><b>Add-on courses</b></p> <p>Each department should plan for at least one add-on course per semester</p>	<b>Respective departments</b>	

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p><b><u>First Series Examination</u></b></p> <p>First Series Examination is planned to be conducted from 16<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> March 2024 for 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semester students. For the 8<sup>th</sup> semester students, it is planned on 18<sup>th</sup> and 19<sup>th</sup> March 2024. Revision classes may be conducted before the series test. Question papers to be prepared and submitted to IQAC after scrutiny from the departments.</p>		
	<p><b><u>CONCLUSION</u></b></p> <p><b>The meeting was adjourned at 2.00 P.M.</b></p>		



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# UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

## MINUTES OF MEETING

Subject: <b>IQAC MEETING</b>	
Date of meeting: <b>04/04/2024</b>	Time: <b>1:30 P.M.</b>
Venue: <b>IQAC Room</b>	
TO: <b>All Attendees</b>	
cc: <b>All Attendees</b>	
Date of issue: <b>08/04/2024</b>	
Ref.:	Pages: <b>2- including this page</b>

### ATTENDEES

1.	Dr. Harinarayan N H (Director - IQAC)	6.	Ms. Gayathri K K (Member, AP - ECE)
2.	Mr. Nikhil R (Secretary, AP - CE)	7.	Ms. Nighila Ashok K (Member, AP - CSE)
3.	Mr. Antonio Joseph V K (NBA Coordinator, AP-ME)	8.	Ms. July M J (Member, Assoc. Prof. - ASH)
4.	Ms. Remya V R (Joint Secretary, AP-ECE)		
5.	Ms. Rekha M (KTU internal auditor, Assoc. Prof. - ECE)		
Absent : Mr. Arjun M S			

ITEM	MINUTES	ACTION BY	REMARKS / TARGET DATE
	<p><b>General</b></p> <p>Meeting was called to order at <b>1:30 PM</b> on <b>04/04/2024</b></p> <p>Discussed the following:</p> <p><b>Internal Audit</b></p> <p>Internal Audit is scheduled on <b>15<sup>th</sup> 16<sup>th</sup> and 17<sup>th</sup> April 2024</b>. All course files of current semester to be verified.</p> <p><b>Second Series Examination</b></p> <p>Second Series Examination is planned to be conducted from <b>22<sup>nd</sup>, 24<sup>th</sup>, and 25<sup>th</sup> April 2024</b>. Question papers to be prepared and submitted to IQAC after scrutiny from the departments. After</p>	<b>Respective departments</b>	

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p>evaluation, marks of the series test need to be submitted by 30<sup>th</sup> April 2024.</p> <p><b><u>NBA</u></b></p> <p>NBA visit is scheduled on 10<sup>th</sup> – 12<sup>th</sup> May 2024. Mock visit is planned on April last week. All the required files should be completed before the mock visit.</p>		
	<p><b><u>CONCLUSION</u></b></p> <p><b>The meeting was adjourned at 2.00 P.M.</b></p>		



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## **Action Taken Report AY 2023-24**

### **Examination Initiatives**

1. Conducted first series exams for S5 & S7 (9-11 Oct 2023) and S1 & S3 (27-30 Oct 2023).
2. Conducted second series exams for S5 & S7 (2-5 Dec 2023) and S1 & S3 (8-12 Dec 2023).
3. Conducted first series exams for 2nd, 4th, 6th semesters (16,18,19 Mar 2024) and 8th semester (18-19 Mar 2024).
4. Conducted second series exams (22, 24, 25 Apr 2024) with evaluation marks submission by 30 Apr 2024.


### **Internal Auditing:**

1. Conducted internal auditing (14-15 Nov 2023) for Odd Semester by Ms. Rekha M(KTU Internal Auditor).
2. Conducted first internal audit (11-13 Mar 2024) to verify current(Even) and previous(Odd) semester course files.
3. Conducted second internal audit (15-17 Apr 2024).

### **Quality Enhancement Initiatives:**

1. Provided special attention to LET students through mentoring.
2. Submitted Self-Assessment Reports (SAR) for ECE, CE, and CSE.
3. Prepared comprehensive 5-year strategic plan.
4. 2228 Volumes were added to the library.
5. Special Classes Conducted for Slow Learners.
6. IEDC initiated resulted in successful company Registration.
- 7.FDP Conducted on teaching pedagogy.
- 8.Special attention were given to placements and placement training resulted in better employability.



  
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