



UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

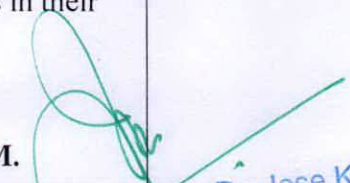
MINUTES OF MEETING

| | |
|--|-------------------------------|
| 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) <i>Manan</i> | 11. | Ms. Reshma P S (Joint Secretary) <i>Reshma</i> |
| 2. | Mr. P K Salim (Management Representative) <i>he</i> | 12. | Dr. Sreeraj R (HoD CSE) <i>SR</i> |
| 3. | Mr. Antonio Joseph V K (General Secretary) <i>Antonio</i> | 13. | Dr. Prem Sankar (HOD ME & Placement Officer) <i>P</i> |
| 4. | Mr. Geo Jacob (Admin Coordinator) <i>Geo</i> | 14. | Mr. Arjun M S (Dept. of ME), <i>A</i> |
| 5. | Mr. Francis P A (HoD, ME) <i>FPA</i> | 15. | Mr. Athira N R (Dept. of AS & H) <i>Athira</i> |
| 6. | Dr. Harinarayanan N H (HoD, CE) <i>HNH</i> | 16. | Mr. Nikhil R (Dept. of CE) <i>Nikhil</i> |
| 7. | Dr. Arun Pradeep (HoD, ECE) | 17. | Ms. Latha Thomas (Dept. of EEE) <i>Latha</i> |
| 8. | Dr. Joly M (HoD, EEE) <i>Joly</i> | 18. | Mr. Abdul Razak (Workshop Superintendent) <i>Abdul Razak</i> |
| 9. | Ms. Anima P (KTU Internal Auditor) <i>Anima</i> | 19. | Dr. Harikrishnan S (GM Cochin Shipyard) <i>Harikrishnan</i> |
| 10. | Ms. Anupama Jinan (NSS Programme Officer) <i>Anupama</i> | | |
| 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>Review of the suggestions given in the previous meeting held on 10/06/2022</p> <ul style="list-style-type: none"> • Curriculum Gap Identification: Completed identification of curriculum gaps for 2019 scheme. Collected feedback from stakeholders and informed the university for necessary actions. • S8 Result Attainment: Calculated attainment for 2018-2022 batch and took corrective actions to improve results. • NBA Accreditation Workshop: Conducted a two-day workshop on NBA accreditation for faculty members, enhancing awareness and preparedness. • Institution Development Plan: Organized a one-day workshop on the institution development plan, aligning efforts for growth. • Activity-Based Learning: Completed the report on activity-based learning, highlighting best practices and areas for improvement. • Faculty Research and Publication: Encouraged faculty research and publication, recognizing the need for increased output. • MOOC/NPTEL Courses: Motivated students to take MOOC/NPTEL courses; while some responded. Efforts will continue to increase participation. • Faculty Ph.D. Registrations: Faculty members registered for Ph.D.; further motivation and support will be provided to increase numbers. • Library Development: Added 3054 volumes to the library, enriching resources for students and faculty. • IEDC Activities: Conducted IEDC activities, resulting in incubations and registered companies by alumni, fostering entrepreneurship. | | |

| ITEM | MINUTES | ACTION BY | REMARKS /TARGET DATE |
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| | <p>Following suggestions were made to be implemented for the next academic year.</p> <ul style="list-style-type: none"> • Mentoring: Emphasized the need for increased focus on mentoring students, especially LET students. • LET Students: Recognized the knowledge gap in problematic papers among LET students and agreed to provide additional support. • Result Improvement: Take necessary actions to achieve better outcomes. • Slow learners: Conduct special classes for clearing the supplementary of previous semesters aiming to make the students graduated at the end of eighth semester. • NBA Accreditation: EC, CSE & CE departments should apply for the NBA accreditation in the current academic year. • IEDC Activities: More activities should be planned in IEDC aiming at more incubations and company registrations. • Library Development: Should purchase necessary books mentioned in the syllabus, journals, and other resources. • Faculty Development: Motivate the faculty members to register for Ph.D. and encourage quality publications. • FDPs and Workshops: Decided to conduct more Faculty Development Programs (FDPs) and workshops for faculty growth. • Industrial Visits and Internships: Emphasized the importance of industrial visits and internships for practical exposure. • Placements: Should focus more on improving placements and placement training, ensuring better employability. • 5 Year strategic Plan Should prepare strategic plan for the next 5 years starting from the AY 2024-25 onwards | <p>Suggestions that needs approval were given to BoG</p> <p>Other suggestions were forwarded to Principal for its implementation</p> | |
| | <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 11.30 A.M.</p> |  | <p>Dr. Jose K. Jacob PRINCIPAL UNIVERSAL ENGINEERING COLLEGE P.O. VALLIVATTOM, THRISSUR DT. 680 123</p> |



UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

MINUTES OF MEETING

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

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>General</p> <p>Meeting was called to order at: 1:30 PM on 24/05/2023</p> <p>Discussed the following:</p> <p>NBA</p> <ul style="list-style-type: none">Evaluated the progress of NBA works and suggested the necessary actions to overcome the shortfalls. | <p>Respective departments</p> | |

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



Dr. Jose K. Jacob
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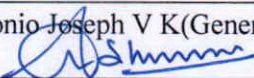
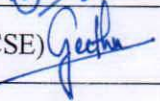




UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

MINUTES OF MEETING

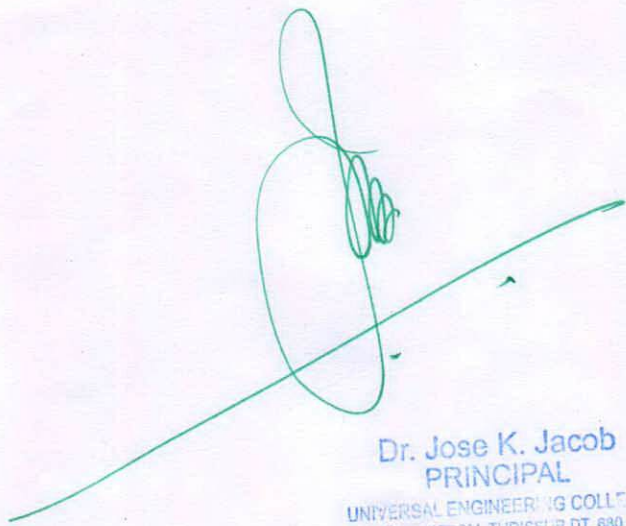
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|------------------------------------|--------------------------------------|
| Subject: IQAC MEETING | |
| Date of meeting: 13/07/2023 | Time: 1:00 P.M. |
| Venue: IQAC Room | |
| TO: All Attendees | |
| cc: All Attendees | |
| Date of issue: 13/07/2023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

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>General</p> <p>Meeting was called to order at: 1:00 PM on 13/07/2023</p> <p>Discussed the following:</p> <p>KTU External Auditing</p> <ul style="list-style-type: none">• It is directed to submit college and department specific files.• All IQAC members are directed to verify the files based on the checklist for the external KTU audit. | <p>Respective departments</p> <p>IQAC department in charges</p> | <p>14-07-2023</p> <p>15-07-2023</p> |

| ITEM | MINUTES | ACTION BY | REMARKS /TARGET DATE |
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| | <p data-bbox="236 293 485 331"><u>CONCLUSION</u></p> <p data-bbox="421 383 1054 421">The meeting was adjourned at 1.30 P.M.</p> | | |





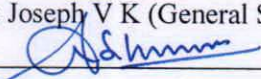


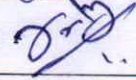

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Dr. Jose K. Jacob
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UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

MINUTES OF MEETING

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|------------------------------------|--|----|---|
| Subject: IQAC MEETING | | | |
| Date of meeting: 08/09/2023 | Time: 12:00 P.M. | | |
| Venue: IQAC Room | | | |
| TO: All Attendees | | | |
| cc: All Attendees | | | |
| Date of issue: 09/09/2023 | | | |
| Ref.: | Pages: 2- including this page | | |
| 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. 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>General</p> <p>Meeting was called to order at: 12:00 PM on 08/09/2023</p> <p>Discussed the following:</p> <ul style="list-style-type: none">Regarding the commencement of B Tech classes. S3 classes will start on 19th September 2023, S5 classes on 12th September 2023 and S7 classes on 13th September 2023.1st class/course committee meeting should be done before 27th September 2023.It was decided to conduct 1st series exam for S5 and S7 from 9th to 11th Oct 2023 and for S1 and S3 from 27th to 30th Oct 2023. | <p>Respective departments</p> <p>Tutors (for Class committee) and chairman of courses (for course committee)</p> | |

| ITEM | MINUTES | ACTION BY | REMARKS /TARGET DATE |
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| | <p data-bbox="236 349 485 387"><u>CONCLUSION</u></p> <p data-bbox="424 443 1011 539">The meeting was adjourned at 12:30 P.M.</p> | | |



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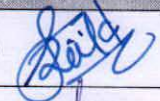
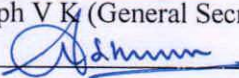






UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

MINUTES OF MEETING

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|------------------------------------|--------------------------------------|
| Subject: IQAC MEETING | |
| Date of meeting: 07/11/2023 | Time: 1:30 P.M. |
| Venue: IQAC Room | |
| TO: All Attendees | |
| cc: All Attendees | |
| Date of issue: 08/11/2023 | |
| Ref.: | Pages: 2- including this page |

ATTENDEES

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|----------|--|----|---|
| 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>General</p> <p>Meeting was called to order at: 1:30 PM on 07/11/2023</p> <p>Discussed the following:</p> <ul style="list-style-type: none">It was decided to conduct 2nd series exam for S5 and S7 from 2nd to 5th Dec 2023 and for S1 and S3 from 8th to 12th Dec 2023.Internal audit will be conducted during Nov 14th and 15th 2023 for all the departments. Auditing team constituted by IQAC headed by Ms. Rekha M will conduct the auditing. | <p>Respective departments</p> <p>Ms. Rekha M (KTU Internal Auditor)</p> | |

| ITEM | MINUTES | ACTION BY | REMARKS /TARGET DATE |
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| | <p data-bbox="236 293 485 331"><u>CONCLUSION</u></p> <p data-bbox="421 387 1011 483">The meeting was adjourned at 2:30 P.M.</p> | | |





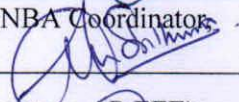





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UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

MINUTES OF MEETING

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|---|--|
| Subject: IQAC MEETING | |
| Date of meeting: 04/03/2024 | Time: 1:30 P.M. |
| Venue: IQAC Room | |
| TO: All Attendees | |
| cc: All Attendees | |
| Date of issue: 05/03/2024 | |
| Ref.: | Pages: 2- including this page |
| 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>General</p> <p>Meeting was called to order at 1:30 PM on 04/03/2024</p> <p>Discussed the following:</p> <p>Internal Audit</p> <p>Internal Audit is scheduled on 11th 12th and 13th March 2024. All course files of the previous semester and current semester to be verified.</p> <p>Add-on courses</p> <p>Each department should plan for at least one add-on course per semester</p> | <p>Respective departments</p> | |

| ITEM | MINUTES | ACTION BY | REMARKS /TARGET DATE |
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| | <p><u>First Series Examination</u></p> <p>First Series Examination is planned to be conducted from 16th, 18th and 19th March 2024 for 2nd, 4th and 6th semester students. For the 8th semester students, it is planned on 18th and 19th 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><u>CONCLUSION</u></p> <p>The meeting was adjourned at 2.00 P.M.</p> | | |



Dr. Jose K. Jacob
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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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