



## UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

### MINUTES OF MEETING

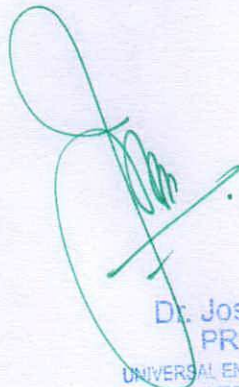
Subject: <b>IQAC MEETING</b>	
Date of meeting: <b>04/04/2024</b>	Time: <b>1:30 P.M.</b>
Venue: <b>IQAC Room</b>	
TO: <b>All Attendees</b>	
cc: <b>All Attendees</b>	
Date of issue: <b>08/04/2024</b>	
Ref.:	Pages: <b>2- including this page</b>

#### 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 (NBAAC 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 on 04/04/2024</b></p> <p>Discussed the following:</p> <p><b>Internal Audit</b></p> <p>Internal Audit is scheduled on 15<sup>th</sup> 16<sup>th</sup> and 17<sup>th</sup> April 2024. 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 22<sup>nd</sup>, 24<sup>th</sup>, and 25<sup>th</sup> April 2024. 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>		


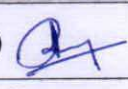



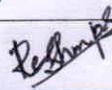

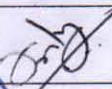
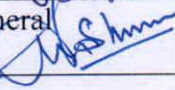
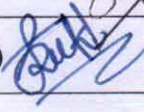

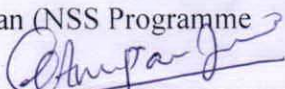









Dr. Jose K. Jacob  
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# UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

## MINUTES OF MEETING

Subject: Meeting of IQAC for planning the academic activities for AY 2024-25	
Date of meeting: 15/06/2024	Time: 10:00 A.M.
Venue: Board Room	
TO: All Attendees	
cc: All Attendees	
Date of issue: 15/06/2024	
Ref.:	Pages: 4- including this page
<b>ATTENDEES</b>	
1. Dr. Sreeraj R (IQAC Director) 	11. Ms. Remya V R ( Dept. of EEE) 
2. Mr. P K Salim (Management Representative) 	12. Ms. Athira A S (Dept. of CSE) 
3. Dr. KK Narayanan (Vice Principal) 	13. Ms. Reshma P S (Dept. of ECE), 
4. Mr. Geo Jacob (Administrative coordinator) 	14. Mr. July M J (Dept. of AS & H) 
5. Mr. Antonio Joseph V K (General Secretary) 	15. Mr. Nikhil R (Dept. of CE) 
6. Dr. Shaniba Asmi P (HoD, ECE) 	16. Ms. Anupama Jinan (NSS Programme Officer) 
7. Dr. Joly M (HoD, EEE) 	17. Ms. Rekha M (KTU Internal Auditor) 
8. Dr. Nitha C Velayudhan ( HOD, CSE) 	18. Mr. Sreekanth V M (Alumni Representative) 
9. Dr. Harinarayan N H (HoD, CE) 	19. Mr. Abdul Razak (Workshop Superintendent) 
10. Dr. Prem Sankar (HOD-ME & Placement Officer) 	20. Dr. Harikrishnan S (GM Cochin Shipyard)
Absent : Block Panchayat President, Vellangallur, Mr. Saseendran Veliyath (Vice President PTMA), Mr. Arjun M S (Dept. of ME), College Union Chairman	

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p>Meeting was held for planning the academic activities for the academic year 2024-2025 and to review the activities held on the academic year 2023-24.</p> <p>Dr. Sreeraj R, Director, IQAC welcomed all. He congratulated the team for playing an important role in implementing most of the things planned for the academic year 2023-24.</p> <p><b>Review of the suggestions taken in the previous meeting held on 28/04/2023</b></p> <ul style="list-style-type: none"> <li>• <b>Mentoring:</b> Special attention was given to the LET students during the Mentoring.</li> <li>• <b>Knowledge Gap:</b> Identified knowledge gap in problematic papers among LET students and provided additional support.</li> <li>• <b>Special Classes:</b> Special classes conducted for slow learners, ensuring inclusive academic growth.</li> <li>• <b>NBA Accreditation:</b> Submitted SAR for ECE, CE and CSE.</li> <li>• <b>Entrepreneurship Development:</b> Entrepreneurship development initiatives undertaken, resulting in successful company registration.</li> <li>• <b>Library Development:</b> 2228 new volumes added to the library, enriching resources for students and faculty.</li> <li>• <b>Faculty Development:</b> Faculty Development Programs conducted on teaching pedagogy, enhancing faculty skills.</li> <li>• <b>Faculty PhD Registrations and Publications:</b> Few more faculty members had registered for PhD and few quality research papers were published. They were given incentives also.</li> <li>• <b>Strategic Planning:</b> Comprehensive 5-year strategic plan is prepared, outlining goals and objectives for institutional growth.</li> <li>• <b>Placements:</b></li> </ul>		

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p>Focus on improving placements and placement training, ensuring better employability for students.</p> <p><b>Following suggestions were made to be implemented for the next academic year.</b></p> <ul style="list-style-type: none"> <li>• <b>Add-on Courses:</b> Encourage students to take more add-on courses to enhance skills. It should be made mandatory for all the students. Saturdays may be utilised for the same.</li> <li>• <b>Industrial Visits:</b> Arrange industrial visits to provide practical exposure.</li> <li>• <b>Alumni Talk Sessions:</b> Conduct alumni talk sessions to share experiences and insights.</li> <li>• <b>Result Improvement:</b> Develop strategies to improve results and academic performance.</li> <li>• <b>IEDC Activities:</b> Students should be encouraged to apply for funds/grants accelerating their journey towards entrepreneurship.</li> <li>• <b>Placements:</b> A dip in the placement counts were observed in the current academic year. Proper measures should be taken to address the same.</li> <li>• <b>Discipline:</b> Take necessary steps to maintain discipline and decorum.</li> <li>• <b>Industrial Exposure:</b> Initiatives should be taken for sending the faculty to industry for training. This will help to improve their practical knowledge.</li> <li>• <b>MOOC/NPTEL Courses:</b> Motivate students to do more MOOC/NPTEL courses for enhanced learning.</li> <li>• <b>Faculty Publications and PhD:</b> Encourage faculty members to publish quality research in indexed journals and to pursue PhD.</li> <li>• <b>FDPs and Workshops:</b> Conduct FDPs and workshops to improve faculty quality.</li> <li>• <b>Faculty Development:</b> Encourage faculty members to attend FDPs, hands-on training, and update themselves on current trends in engineering.</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>		

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p style="text-align: center;"><b>The meeting was adjourned at 11.30 A.M.</b></p>		



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# UNIVERSAL ENGINEERING COLLEGE ~ VALLIVATTOM

## MINUTES OF MEETING

Subject: <b>IQAC MEETING</b>	
Date of meeting: <b>31/07/2024</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>31/07/2024</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. Najla Nazer (Member, AP - CSE)
3.	Mr. Antonio Joseph V K (NBA Coordinator, AP-ME)	8.	Mr. Reghuraraj A R (Member, Assoc. Prof. - ME)
4.	Ms. Remya V R (Joint Secretary, AP-EEE)		
5.	Ms. Hridya R P (KTU internal auditor, Assoc. Prof. - ECE)		
Absent : Ms. July M J			

ITEM	MINUTES	ACTION BY	REMARKS / TARGET DATE
	<p><b>General</b></p> <p>Meeting was called to order at <b>1:30 PM on 21/08/2024</b></p> <p>Discussed the following</p> <p><b>NBA</b></p> <p>NBA had asked to update the mailed SAR by August 15<sup>th</sup> 2024, keeping the 2023-2024 AY and the Current Academic Year. Civil Engineering, Computer Science Engineering and Electronics and Communication Engineering should prepare the updated SAR by keeping the years 2023-24, 2022-23, and 2021-22 as CAY, CAYm1 and CAYm2 respectively.</p>	Respective departments	

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p>ASH department also should furnish the details of first year academics.</p> <p>Placement details, program details of IEDC, Sports, NSS and their achievements also should be updated in the SAR.</p> <p>Budget and actual expenses of the 2023-24 financial year also needs to be updated.</p> <p>NBA team should coordinate all the activities.</p>	<p><b>NBA core team and the Respective departments</b></p>	
	<p><b><u>CONCLUSION</u></b></p> <p><b>The meeting was adjourned at 2.30 P.M.</b></p>		



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**MINUTES OF MEETING**

Subject: <b>IQAC MEETING</b>	
Date of meeting: <b>21/08/2024</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>22/08/2024</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)		
4.	Ms. Remya V R (Joint Secretary, AP-EEE)		
5.	Ms. Hridya R P (KTU internal auditor, Assoc. Prof. - ECE)		
Absent : Mr. Reghuraj A R, Ms. July M J			

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p><b><u>General</u></b> Meeting was called to order at <b>1:30 PM on 21/08/2024</b></p> <p>Discussed the following:</p> <p><b><u>Internal Audit</u></b> Internal Audit is scheduled on 29<sup>th</sup> 30<sup>th</sup> and 31<sup>th</sup> August 2024. All course files of the previous semester and current semester to be verified.</p> <p><b><u>First Series Examination</u></b> First series examination for the semesters 3, 5 and 7 is planned on 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> of September 2024. The college examination cell will</p>	Respective departments	

ITEM	MINUTES	ACTION BY	REMARKS /TARGET DATE
	<p>prepare the timetable and will conduct the examination. Faculty members are requested to prepare two sets of question papers for each course and submit the hardcopy for scrutiny. Also requested to send a scanned copy of the question paper signed by HoD and Faculty to IQAC. HoDs are requested to collect and submit the verified hardcopy of the question paper to the IQAC on or before 29/08/2024.</p> <p><b><u>NBA</u></b></p> <p>The revised visit dates of NBA peer team is scheduled on 27<sup>th</sup> September to 29<sup>th</sup> September 2024. Since there was a shift of one academic year, all the details of previous academic year (2023 – 2024) should be updated in all the criteria files.</p> <p>A mock visit is scheduled on 5<sup>th</sup> September 2024. Two departments will be evaluated by separate teams. All the three departments will be ready with the updated files. Also, administration, finance, IEDC, Placement, Library and NSS also should update all the required documents.</p>	<b>Respective departments</b>	
	<p><b><u>CONCLUSION</u></b></p> <p style="text-align: center;"><b>The meeting was adjourned at 2.30 P.M.</b></p>		



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