

THEJUS ENGINEERING COLLEGE
Minutes of Meeting



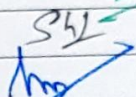

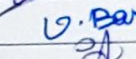
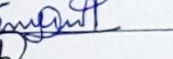
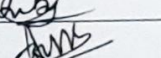


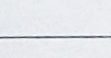
Form no: QS 08
Rev: 01 dated
15/08/18

Name of the meeting: IQAC meeting

Period of Review : 01-08-2019 to 30-09-2019

Date of meeting : 20-09-2019


Members attended:

Name	Designation	Signature
Dr. K. Vijayakumar	Principal	
Mr. K. Kunhikrishnan	Director	
Dr. Shajil. N	HOD, CE ^{IQAC} Co-ordinator	
Dr. Seju. P. John	HOD, CSE	
Dr. Bimu. K. Baby	HOD, EEE	
Dr. V. Baskaran	H.O.D, ME	
Dr. Sreedevi. A	H.O.D, AS&H	
Mr. J. bin. T. Jose	AP. EEE	
Mrs. Indrasenus. N.V	AP, ECE	
Geeetha. P-R	AP, CE	

Decisions taken:

Points of Review	Decisions taken	Responsibility	Target date
Internal Audit cell	Internal Audit cell co-ordinator discussed about the functions of internal audit cell		
Internal Audit	It has been decided to conduct the internal audit on October 10 th and 11 th of 2019	Members of IQAC	11-10-19

Date : 20-09-2019

Prepared by 


Approved by

C.C.TO:



THEJUS ENGINEERING COLLEGE
Minutes of Meeting

Form no: QS 08
Rev: 01 dated
15/08/18

Name of the meeting: IQAC

Period of Review : 21-09-2019 to 25-10-2019

Date of meeting : 25/10/19

Members attended:

Name	Designation	Signature
Dr. K. Vijayakumar	Principal	
Mr. K. Kunjikkrishnan	Director,	
Dr. Shajil N	IQAC Co-ordinator	
Dr. Saju P. John.	H.O.D CSE	
Dr. Sreedevi. A.	H.O.D. AS&H.	
Dr. Bhaskaran	H.O.D, ME	
Dr. Binu. K. Baby	H.O.D, EEE	
Nurul Moham	AP, CE	
Bromarajan . O.u.	Office supdt	
PREETHA . P Mr. Jeejo. KP	AP, EC	
PREETHA . P	ASST. PROFESSOR, AS&H	
Terin Joseph	Asst. professor, ME	
Sandeep. k	AP, ME	
Indrasena. N.V	AP, ECE	
Mrs. Beena Kusiyan	AP, CSE	
Greetha. P. R	AP, CE	
VIPIN PADMANABHAN	Asst. Prinj - EEE	
Christian Kochappu	Student member	

Decisions taken:

Points of review	Decisions taken	Responsibility	Target date
Preparation of academic calendar	<ul style="list-style-type: none"> Preparation of academic calendar, dates of internal tests, dates of publishing marks etc 	Ms Beena Kurian	Nov 2 nd
Faculty ratio, IQAC Report	<ul style="list-style-type: none"> Faculty ratio, retention, qualification index, number of technical staff, IQAC REPORT uploading 	Ms Geetha	Nov 2 nd
Central library NPTEL	<ul style="list-style-type: none"> List of books Journals as per AICTE norms List of students and faculty registered for MOOCS, NPTEL classes 	Ms Indrasena	Nov 2 nd
Class/ course committee	<ul style="list-style-type: none"> Class committee course committee minutes, advisory meeting/ action taken report 	Tutors	Nov 2 nd
Dept files	<ul style="list-style-type: none"> Conduct of tutorial classes Internal tests Performance in practical classes 	Department coordinator	Nov 2 nd
Faculty evaluation	<ul style="list-style-type: none"> Faculty evaluation and action taken report 	Mr. Sreejith, HODs	Nov 2 nd
Computing facility	<ul style="list-style-type: none"> Computing facility in the department, available licenced softwares for project work 	Mr Sandeep	Nov 2 nd
IQAC	<ul style="list-style-type: none"> Meeting notice, minutes, schedule 	Ms Preetha	Nov 2 nd

Prepared by

 Dr. S. H. S. U. D.
 IQAC Coordinator

Approved By

Date: 25/10/19