



THEJUS ENGINEERING COLLEGE
VELLARAKKAD P.O., THRISSUR DIST.

Minutes of the Meeting

Name of the meeting: IQAC meeting
Period of Review: 2/12/2020 - 27/1/2021

Date of meeting: 27/1/2021


Members attended:

	Name	Designation	Signature
1	Dr. K. Vijayakumar	Principal	
2	Mr. K. Kunhikrishnan	Director	
3	Dr. P. Vijayan	HoD CE	
4	Dr. K. R. Jayadevan	HoD ME	
5	Dr. Binu K. Baby	HoD EEE	
6	Mr. Jerrin Johnkutty	APME	
7	Ms. Geetha P R	APCE	
8			
9			
10			
11			
12			
13			
14			
15			

Decision taken:

Points of review	Decisions taken	Responsibility	Target date
1. Internal academic audit	Second Internal Audit of the Odd semester was scheduled to be conducted on 11th February 2021. Report of the e-audit has to be submitted to the Internal Audit Cell coordinator on or before 16th February 2021.	Internal Audit Cell members	Immediate
2. NAAC accreditation	Document verification for IIQA registration and SSR preparation for NAAC has to be completed at the earliest.	NAAC Coordinators	Immediate
3. ISO documents	Revision of Academic procedures and forms has been initiated for continual improvement of the institution.	ISO MR and DMRs	Before the commencement of Even semester of AY 2020-21

Prepared by


Approved by

Date: 27/1/21

C.C.TO:



THEJUS ENGINEERING COLLEGE
Vellarakkad (P.O), Erumappetty, Thrissur, Kerala, India - 680584

Form no: QS 09,
Rev: 02 dated
19/03/2021

MINUTES OF MEETING

NAME OF THE MEETING	IQAC MEETING
PERIOD OF REVIEW	09-08-2021 to 23-09-2021
DATE OF MEETING	23-09-2021

PART A - MEMBERS PRESENT

SL.NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. K. Vijayakumar	Principal	
3	Dr. P. Vijayan	HoD CE	
4	Dr. K. R. Jayadevan	HoD ME, IQAC Coordinator	
5	Dr. Binu K. Baby	HoD EEE	
6	Ms. Vinitha A.V.	HoDCSE	
7	Ms. Divya C.G.	HoDAS&H	
6	Mr. Jerrin Johnkutty	AP(ME)	
7	Ms. Geetha P R	AP(CE)	
8	Mr. Valanto Alappat	AP(CSE)	
9	Mr. Fasil V.K.	AP(EEE)	
10	Ms. Varnya C.	AP(ECE)	
11	Ms. Preetha P.	APAS&H	
12	Mr. Sandeep	AP(ME)	




THEJUS ENGINEERING COLLEGE
Vellarakkad (P.O), Erumappetty, Thrissur, Kerala, India - 680584

Form no: QP/08
Rev: 02 dated
18-03-2021

PART B - MINUTES

SL.No.	Item	Decisions taken	Responsibility	Target Date	Remarks
1	ISO External Audit	The External audit of ISO by TUV -SUD is scheduled to be conducted in online mode on 27-09-2021.	ISO MR & DMRs	27-09-2021	
2		IQAC Coordinator instructed the Department Coordinators to conduct a mock Audit in their corresponding Departments as a final preparation for the Audit.	ISO Dept. Coordinators	25-09-2021	
3		The soft copies of course files and departmental documents to be shared to ISO MR on or before 25-09-2021.	ISO Dept. Coordinators	25-09-2021	
4		ISO MR requested the cooperation of all DMRs and Dept. Coordinators during the Audit.	ISO DMR & Dept. Coordinators	27-09-2021	

Date:


Prepared By
Geetha P.R.


Approved By