



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

Form no: QS 08,
Rev: 02 dated
10/03/2021

MINUTES OF MEETING

NAME OF THE MEETING	IQAC MEETING
PERIOD OF REVIEW	
DATE OF MEETING	17-03-2023

PART A - MEMBERS PRESENT

SL.NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. Vijayan P.	Principal & HoD CE	
2	Dr. Suresan Pareth	Hod(CSE), IQAC Coordinator	
3	Dr. Binu K. Baby	HoD (EEE)	
4	Mr. Jeejo K.P.	HoD (ECE)	
5	Ms.Divya C.G.	HoD (AS&H)	
6	Mr. Jerin Johnkutty	HoD (ME)	
7	Ms.Geetha P.R.	AP (CE), IQAC Joint Coordinator	
8	Ms. Beena Kurian	AP(CSE)	
9	Mr. Fazil V.K.	AP(EEE)	
10	Ms. Varnya C.	AP(ECE)	



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PART B – MINUTES

Sl.No.	Item	Decisions taken	Responsibility	Target Date	Remarks
1	Internal Audit	The internal Audit of Even Semester of AY 2022-23 is scheduled to be conducted on 30-03-2023 in online mode. The auditors are directed to submit the audit report by 04-04-2023 in the prescribed format.	IQAC Coordinator and DACs	30-03-2023	
2	Filing of documents	The soft copies of all the documents are to be arranged in order of KTU Audit Manual 2022	DAC Coordinators	30-03-2023	
3	NAAC	The Principal instructed that the works for NAAC accreditation has to be carried out with full force. Data collection to be completed within June 2023.	NAAC Coordinator	01-06-2023	

PART C- ACTION TAKEN REPORT

Sl.No.	Item for review	Action taken	Remarks

Date: 17-03-2023

Prepared By
Geetha P.R.

Approved By



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

Form no: QS 08,
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MINUTES OF MEETING

NAME OF THE MEETING	IQAC MEETING
PERIOD OF REVIEW	18.03.2023 - 08.06.2023
DATE OF MEETING	09-06-2023

PART A - MEMBERS PRESENT

SL.NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. Vijayan P.	Principal & HoD CE	
2	Ms. Geetha P R	AP(CE), IQAC Coordinator	
3	Dr. Binu K. Baby	HoD (EEE)	
4	Ms. Vinitha A.V.	HoD (CSE)	
5	Ms. Divya C.G.	HoD (AS&H)	
6	Mr. Jerin Johnkutty	HoD (ME)	
7	Ms. Beena Kurian	AP(CSE)	
8	Mr. Fazil V.K.	AP(EEE)	
9	Ms. Varnya C.	AP(ECE)	



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PART B – MINUTES

Sl.No.	Item	Decisions taken	Responsibility	Target Date	Remarks
1	KTU External Audit	The External Audit of KTU is scheduled from 19 th June 2023. All files are to be updated and kept ready for the audit.	IQAC Coordinator and DACs	16-6-2023	
2	Follow up internal audit	IQAC Coordinator instructed the Department Coordinators to conduct a follow up Audit in their corresponding Departments as a final preparation for the Audit.	DAC Coordinators	13-06-2023	
3	Filing of documents	It is decided that the documents for the external Audit can be kept as soft copies as KTU has permitted the same.	IQAC Coordinator and DACs	13-06-2023	
4	Summary of KTU IQAC meeting	IQAC Coordinator summarized the important points discussed in KTU IQAC meeting held on 30-5-2023.		13-06-2023	

PART C- ACTION TAKEN REPORT

Sl.No.	Item for review	Action taken	Remarks

Date: 09-06-2023

Prepared By
Geetha P.R.

Approved By



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MINUTES OF MEETING

NAME OF THE MEETING	IQAC MEETING
PERIOD OF REVIEW	09.06.2023 – 12.09.2023
DATE OF MEETING	13.09.2023

PART A - MEMBERS PRESENT

SL.NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. P. Vijayan	Principal & HoD CE	
2	Ms. Geetha P.R.	AP (CE), IQAC Coordinator	
3	Mr. JerinJohnkutty	AP(ME), ISO MR, HoD ME	
4	Ms. Megha K.K.	AP (CE), IQAC Joint Coordinator	
5	Dr. Arul V. H.	HoD ER	
6	Ms. Vinitha A.V.	HoD CSE	
7	Ms. Divya C.G.	HoD AS&H	
8	Mr. Vipin Padmanabhan	HoD EEE	
9	Ms. Sneha Johnson	AP(CSE), ISO Dept. Coordinator	
10	Mr. Fasil V.K.	AP(EEE), ISO Dept. Coordinator	
11	Ms. Varnya C.	AP(ER), ISO Dept. Coordinator	
12	Ms. Preetha P.	AP(AS&H), ISO Dept. Coordinator	
13	Mr. Albin Francis	AP(ME), ISO Dept. Coordinator	



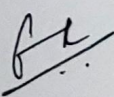
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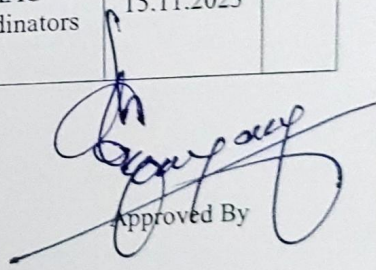
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PART B – MINUTES

Sl.No.	Item	Decisions taken	Responsibility	Target Date	Remarks
1	ISO Audit	The internal Audit of Odd Semester of AY 2023-24 (Current Semester) and Even Semester of AY 2022-23 (Previous Semester) is scheduled to be conducted on 25.09.2023 in online mode. The auditors are directed to submit the audit report by 30.09.2023 in the prescribed format.	IQAC co-coordinator, Internal Audit Cell Convener	30.09.2023	
2		The soft copies of all the documents are to be arranged in order of KTU Audit Manual 2022	Internal Audit Cell Dept. Coordinators	30.09.2023	
3		All the arrangements for ISO External Audit to be done at Department and College level.	Internal Audit Cell Dept. Coordinators	13.10.2023	
4	NAAC	The Principal instructed that the works for NAAC accreditation has to be carried out with full force. Filing of IIQA is to be completed by November 2023.	NAAC Co-ordinators	15.11.2023	

Date: 13.09.2023


Prepared By


Approved By