



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

Minutes of the Meeting

Name of the meeting: IQAC meeting
Period of Review: 19/8/2020 - 28/10/2020

Date of meeting: 28/10/2020

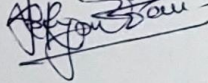
Members attended:

	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. Saju P. John	HoD CSE	
6	Dr. Binu K. Baby	HoD EEE	
7	Ms. Divya C G	HoD AS&H	 Divya C G
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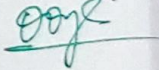
Decision taken:

Points of review	Decisions taken	Responsibility	Target date
1. Internal academic audit	As directed by KTU, first internal audit (online) of the current semester will be scheduled on 3/11/2020. Due to covid pandemic, audit of the previous semester was not conducted. This shall also be audited within 2 weeks after completing the audit of the current semester.	HoD CE	Immediate
2. NAAC accreditation	Decided to actively continue the accreditation work.	HoD ME	Immediate
3. IQAC members	Decided to prepare an organisation structure for IQAC and reconstitute its members	HOD ME	Immediate
4. Website link for IQAC, NAAC	An IQAC page with necessary details and NAAC shall be prepared	HOD ME & Sreejith (System Admin)	Immediate

Prepared by



Approved by



Date: 28/10/20

C.C.TO:



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

Minutes of the Meeting

Name of the meeting: IQAC meeting

Period of Review: 28/10/2020 - 2/12/2020

Date of meeting: 2/12/2020

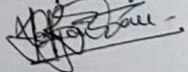
Members attended:

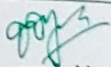
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5	Dr. Binu K. Baby	HoD EEE	
6	Ms. Divya K G	HoD AS&H	
7	Mr. Jerrin Johnkutty	APME	
8	Ms. Geetha P R	APCE	
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Decision taken:

Points of review	Decisions taken	Responsibility	Target date
1. Internal academic audit	Due to lockdown, audit of the previous semester was not conducted. This shall be audited within 2 weeks.	HoD CE	Immediate
2. NAAC accreditation	Discussed the progress of the accreditation work.	HoD ME	Immediate
3. ISO documents	HoD CE noted that the format and details of ISO documents are not in proper order and it has to be in accordance with the requirements of KTU. Hence it is decided to conduct a series of meetings to discuss the modification needed for the documents.	Jerin, Geetha	2 months

Prepared by




Approved by

Date: 2/12/20

C.C.TO: