



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

Form no: Q8 08,  
Rev: 02 dated  
10/03/2021

## MINUTES OF MEETING

NAME OF THE MEETING	IQAC MEETING
PERIOD OF REVIEW	
DATE OF MEETING	08-03-2022

### 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.	HoD CSE	
7	Ms. Divya C.G.	HoDAS&H	
6	Mr. Jerin Johnkutty	AP(ME)	
7	Ms. Geetha P R	AP(CE)	




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


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

**PART B – MINUTES**

Sl.No.	Item	Decisions taken	Responsibility	Target Date	Remarks
1	KTU/ISO Internal Audit	The internal Audit of Odd Semester of AY 2021-22 is scheduled to be conducted on 15-03-2022 in online mode. The auditors are directed to submit the audit report by 17-03-2022 in the prescribed format.	IQAC co-coordinator, Internal Audit Cell Convener ISO MR	15-03-2022	
2	Tech Fest	The technical festival of Thejus Engineering College 'Thejomaya' is scheduled for 06 <sup>th</sup> May 2022. Formation of committees and fixing of events to be initiated at the earliest.	IQAC members	15-03-2022	
3	Invited Lectures	Invited lectures are to be scheduled department wise in coordination with Department Associations and Professional Bodies for building up the gaps in curriculum.	ISTE students Chapter Coordinator, Departmental Associations	01-04-2022	

Date:

  
Prepared By

  
Approved By



### MINUTES OF MEETING

NAME OF THE MEETING	IQAC MEETING
PERIOD OF REVIEW	
DATE OF MEETING	30-05-2022

#### 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	Dr. Suresh Pareth.	HoD CSE	
7	Ms. Divya C.G.	HoDAS&H	
6	Mr. Jerin Johnkutty	AP(ME)	
7	Ms. Geetha P R	AP(CE)	
8	Ms. Beena Kurian	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)	




**PART B – MINUTES**

Sl.No.	Item	Decisions taken	Responsibility	Target Date	Remarks
1	KTU Audit	The internal Audit of Even Semester of AY 2021-22 is scheduled to be conducted on 06-06-2022 in online mode. The auditors are directed to submit the audit report by 08-06-2022 in the prescribed format.	IQAC co-coordinator, Internal Audit Cell Convener	06-06-2022	
2		IQAC Coordinator instructed the Department Coordinators to complete monthly report entry in the College portal at the earliest.	Internal Audit Cell Dept. Coordinators	06-06-2022	
3		The soft copies of all the documents are to be arranged in order of KTU Audit Manual 2022	Internal Audit Cell Dept. Coordinators	06-06-2022	
4		All the arrangements for KTU external Audit to be done at Department and College level.	Internal Audit Cell Dept. Coordinators	10-06-2022	

Date:

  
Prepared By

  
Approved By





### PART B – MINUTES

Sl. No.	Item	Decisions taken	Responsibility	Target Date	Remarks
1	Odd semester Internal Audit Schedule	The Internal Audit of odd semester of AY 2022-23 is scheduled for 04-11-2022. The Auditors should submit the Audit report on or before 10-11-2022 to the Principal, IQAC Coordinator and Internal Audit Cell Coordinator.	IQAC members	04-11-2022	
2	Scope of Audit	The Audit covers all the documents mentioned in the Audit Manual 2022 for current odd semester. All files of previous Even Semester have to be updated.			
3	Files in which approval/signature is essential	All college specific documents, Question papers for scrutiny and Result analysis of University Exams should be kept with signature of concerned persons.	All faculty	04-11-2022	
4	Students feedback	Comments and Approval of HOD along with corrective action planned is needed in Faculty feedback by students.	HoDs		

### PART C- ACTION TAKEN REPORT

Sl.No.	Item for review	Action taken	Remarks
4	Students feedback	Feedback conducted for all semesters except s,	1-2022



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Form no: CE/01  
Rev: 02 dated  
10/03/2021


Date: 27-10-2022

Prepared By *Geetha PR*

*[Signature]*  
Approved By



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

Form no: QM 08,  
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18/03/2021

## MINUTES OF MEETING

NAME OF THE MEETING	INTERNAL QUALITY ASSURANCE CELL MEETING
PERIOD OF REVIEW	
DATE OF MEETING	18-11-2022

### PART A - MEMBERS PRESENT

SL.NO.	NAME	DESIGNATION	SIGNATURE
1	Dr. Vijayakumar K.	Principal, Chairman IQAC	
2	Dr. Suresan Pareth	IQAC Coordinator, HOD (CS)	
3	Dr. Vijayan P.	IAC Coordinator, HOD (CE)	
4	Dr. Binu K Baby	HOD (EEE)	
5	Mr. Jeejo K.P.	HOD (EC)	
6	Ms. Divya C.G.	HOD (AS&H)	
7	Mr. Jerin Johnkutty	ISO MR, HOD (ME)	
8	Ms. Geetha P.R.	IQAC Joint Coordinator, AP CE	
9	Ms. Beena Kurian	AP CS	
10	Mr. Valanto Alappat	AP CS	
11	Mr. Fasil V.K.	AP EEE	
12	Ms. Bhavya C.	AP CE	
13	Ms. Varnya C	AP EC	
14	Ms. Preetha P.	AP AS&H	
15	Soby k. Simon	AP AS&H	
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**THEJUS ENGINEERING COLLEGE**  
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
### PART B – MINUTES


Sl.No.	Item	Decisions taken	Responsibility	Target Date	Remarks
1	Odd semester External Audit	The External Audit of odd semester of AY 2022-23 by KTU is scheduled to be conducted on 21-11-2021. Chairman instructed IQAC Coordinator and members to prepare for it.	IQAC members	18-11-2022	
2	Scope of Audit	The Audit covers all the documents mentioned in the Audit Manual 2022 for current odd semester.	IQAC members	18-11-2022	

### PART C- ACTION TAKEN REPORT

Sl.No.	Item for review	Action taken	Remarks

Date: 18-11-2022

  
Prepared By

  
Approved By