



Internal Quality Assurance Cell

Mangalam College of Engineering

Dated: 28.2.2017

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) members will be held on 3rd Feb 2017, Conference Room at 10.30am. The meeting will be chaired by IQAC Chairman. The following items will be discussed:

Agenda

1. To confirm the minutes of previous IQAC meeting .
2. NAAC Peer Team visit feedback (Include research points, Funding, Activities related to Social Commitments, Collaborations, PhD Admission of faculty members).
3. Review of academic audit by IAC.
4. Conduct of quality improvement programmes.
5. Any other relevant matters with permission of chair.

All the IQAC members are requested to kindly attend the meeting.

Regards

Ms. Neena Joseph

IQAC Coordinator)

Copy to:

1. IQAC members
2. HODs



Internal Quality Assurance Cell

Mangalam College of Engineering

Minutes of Meeting –II

Date& Time: 03/03/2017, 10.30am

Venue: Conference Room

Members Present:

1. Dr. M M Paulose , Principal, Chairman
2. Ms. Neena Joseph, Assistant Professor -CSE , Coordinator
3. Ms. Reshma Kassim, Associate Professor, HOD - CE Member
4. Mr. Vinodh P Vijayan, Associate Professor, HOD - CSE Member
5. Prof. Asha Panicker, Professor, HOD - ECE Member
6. Mr. Benny K K , Associate Professor, HOD - EEE Member
7. Dr. Nidhish Mathew Nidhiry, Professor, HOD - ME Member
8. Prof. Jain P George, Professor, HOD – BS&H Member
9. Dr. Siby Chithran, Professor, HOD – MBA Member
10. Ms. Sipli Abraham, Associate Professor, Dept. of CE Member
11. Ms. Neethu Maria John, Associate Professor, Dept. of CSE Member
12. Ms. Nimmymol Manuel, Assistant Professor, Dept. of CSE Member
13. Mr. Ajit Joseph, Associate Professor, Dept. of ECE Member
14. Ms. Susan V Ninan, Associate Professor, Dept. of EEE Member
15. Mr. Vipin Mathew, Assistant Professor, Dept. of MEMember
16. Mr. Albin M John, Assistant Professor, Dept. of BS&H Member
17. Mr. Siby James, Associate Professor, MBA Member
18. Mr. Sam V George Alumni, Dept. of CSE Member
19. Mr. Devanarayanan A Alumni, Dept. of EEE Member
20. Mr. Mathew Alex Administrative Officer Member
21. Mr. Vijai Joseph System Administrator Member
22. Dr. Abraham Chettissery Legal Advisor Member
23. Mr. Deepesh Divakaran Gatikk Technologies, Ettumanoor External Member
24. Mr. Vikas Varghese Claveland Technologies , Ettumanoor External Member

Agenda:

1. To confirm the minutes of previous IQAC meeting.
2. NAAC Peer Team visit feedback (Include research points, Funding, Activities related to Social Commitments, Collaborations, PhD Admission of faculty members).
3. Review of academic audit by IAC.

4. Conduct of quality improvement programmes.
5. Any other relevant matters with permission of chair.

The items in the agenda were taken for discussion one by one.

1. The IQAC Coordinator assured the minutes of previous meeting minutes(held on 14th July 2016) with
 - i. Composition of IQAC
 - ii. Periodicity, frequency and quorum of the committee
 - iii. Formation of DQAC
 - iv. IQAC Report formats
 - v. Conduct of internal academic audit
 - vi. KTU Course diary preparation
 - vii. Setting Benchmarks
 - viii. Conduct of quality improvement programmes
 - ix. Any other relevant matters with permission of chair composition of IQAC committee was considered and decided that the Statutory Committees (Governing Body and College Academic Council) of the College be noted about the formation of IQAC.
2. The committee discussed Peer Team visit feedback on
 - i. Activities related to Social Commitments- NSS, National and State level Festivals, Entrepreneurship, Women Development etc..
 - ii. Collaborations – MoU's with companies, Institutes and foreign Universities for betterment of student community and knowledge improvement of faculty.
 - iii. Research points, Funding and Ph.D Admission of faculty members- Motivate faculty members to register Ph.D by scholarships and apply funding proposals for Seminars, FDP, STTP..etc and members those who have completed Ph.D to get Guideship.
3. Review of academic audit by IAC- The various formats of the reports for each criterion verified and Audited by Committee members.
4. Conduct of quality improvement programmes- Student Seminars, Guest Lecturers, Workshops for improvement of student and Faculty members Capability.

5. Any other relevant matters with permission of chair- regular audit by committee members, Disciplinary actions on students for misbehave in academic and campus, planning of activites etc.

The chair of the meeting expressed her gratitude to all the members for their active participation and suggestions and instructed the Coordinator of the IQAC to initiate steps to implement the decisions of the meeting. He should report the actions taken on the decisions in the next meeting.



The IQAC Coordinator
Ms. Neena Joseph
Assistant Professor, CSE



Chairman of the IQAC
Dr. M M Paulose
Principal

Copy to:

1. All IQAC Members



Internal Quality Assurance Cell

Mangalam College of Engineering

Minutes of Meeting –I

Date & Time: 14/7/2016, 10.30am

Venue: Conference Room

Members Present:

1. Dr. M M Paulose , Principal, Chairman
2. Ms. Neena Joseph, Assistant Professor -CSE , Coordinator
3. Ms. Reshma Kassim, Associate Professor, HOD - CE Member
4. Mr. Vinodh P Vijayan, Associate Professor, HOD - CSE Member
5. Prof. Asha Panicker, Professor, HOD - ECE Member
6. Mr. Benny K K , Associate Professor, HOD - EEE Member
7. Dr. Nidhish Mathew Nidhiry, Professor, HOD - ME Member
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23. Mr. Deepesh Divakaran Gatikk Technologies, Ettumanoor External Member
24. Mr. Vikas Varghese Claveland Technologies , Ettumanoor External Member

Agenda:

1. Composition of IQAC
2. Periodicity, frequency and quorum of the committee
3. Objectives & Functions of IQAC

4. Formation of DQAC
5. IQAC Report formats & periodicity
6. Conduct of internal academic audit
7. Setting Benchmarks
8. Conduct of quality improvement programmes
9. Any other relevant matters with permission of chair

The items in the agenda were taken for discussion one by one.

1. The composition of IQAC committee was considered and decided that the Statutory Committees (Governing Body and College Academic Council) of the College be noted about the formation of IQAC.
2. The committee shall be for a period of two academic years with effect from 15-06-2015 and the meeting will be held quarterly. The quorum required for the meeting is two third of the total number of members.
3. The IQAC Chair explained the objectives and functions of IQAC and asked IQAC Coordinator to circulate it to IQAC members.
4. It was decided to form Department Quality Assurance Cells in each department for the smooth functioning of IQAC. The IQAC Coordinator was authorized to collect details of DQAC members from all departments and arrange a meeting of IQAC and DQAC Chairman, coordinator from each department next day.
5. Considered and approved the format of various reports to be submitted periodically. DQACs have to submit the following reports periodically.

Sl. No.	Report	Periodicity
1.	Faculty Workload	Beginning of the semester
2.	End of Semester Feedback	Last instructional day in a semester
3.	University Result Analysis Report	Two days after publication of university results
4.	End of Semester Report	One week after the end of the semester

6. As part of improving the quality of teaching and learning, it was decided to conduct internal academic audit, twice in a semester. Coordinator of Internal Audit Cell, Ms. Binu Manohar was assigned the responsibility of the same.

7. Considered and finalized the benchmarks to be set for the current academic semester.
8. Decided to promote conduct & documentation of various programmes/activities leading to quality improvement.

The chair of the meeting expressed her gratitude to all the members for their active participation and suggestions and instructed the Coordinator of the IQAC to initiate steps to implement the decisions of the meeting. He should report the actions taken on the decisions in the next meeting.



The IQAC Coordinator

Ms. Neena Joseph

Assistant Professor, CSE



Chairman of the IQAC

Dr. M M Paulose

Principal

Copy to:

1. All IQAC Members