

IQAC MINUTES OF MEETING ON 15/10/2021



Mar Ephraem

College of Engineering & Technology

CATHOLIC DIOCESE OF MARTHANDAM

09/10/2021

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Circular

An Internal Quality Assurance Cell (IQAC) has been planned to initiate in our institution on 15th October 2021 at 2.30Pm in the Principal's Chamber along with its executive members. All the IQAC members are here by informed to attend the meeting without fail.

IQAC Co-Ordinator

Chair person





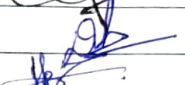
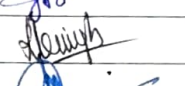

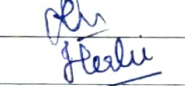

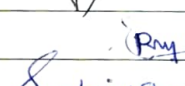
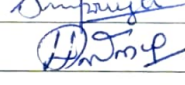











Prof. Dr. A. Lenin Fred

Copy to : 1. All IQAC committee members

2. Office

3. All HOD'S

List of IQAC Members:

S. No.	Name of member	Designation in the committee	Signature
1.	Rev. Fr. Josphin Raj	Correspondent	
2.	Prof. Dr. A. Lenin Fred	Principal	
3.	Rev. Fr. Alex Kumar	Bursar	
4.	Prof. Dr. N. Austin	Academic Director	
5.	Dr. V. Suresh	HOD,ECE	
6.	Dr. D. R. AnandRejelin	HOD,Civil	
7.	Mr. Anish John Paul	HOD,EEE	
8.	Dr.D Dhanya	HOD,CSE	
9.	Mrs. M. JebaPriya	HOD,S&H	
10.	Mr. R. Leo Bright Singh	AP/Mech/PRO	
11.	Dr. R. Benschwartz	AP/ECE	
12.	Mrs. Jeba	Ap/ECE	
13.	Mr. I. Jackson Thanga Roy	AP/Mech	
14.	Mrs. L. T. Herlin	AP/CSE	
15.	Mr. G. L. Abishek	AP/Civil	
16.	Mr. Godwin Pithalis	AP/Mech	
17.	Mr. J. R. Aldous Huxley	AP/EEE	
18.	Mrs. R. K. ShanmughaPriya	AP/CSE	
19.	Mrs. L. R. Bindu	Ap/S&H	
20.	Mr. P. RajendraBabu	Chief Administrator, Fathima Public School,Parassala	
21.	Mr. A. Raj	Proprietor, Annai Builders, Azhiyamandapam	
22.	Mr. Justin Vijay	Tech Kshetra group of Companies,Trivandrum	
23.	Mr.Rouwyn Varghese Mathew	Students,III year Mech	
24.	Dr. D. Rajeev	HOD,Mech	

Mar Ephraem

College of Engineering & Technology

CATHOLIC DIOCESE OF MARTHANDAM

INTERNAL QUALITY ASSURANCE CELL

Ref : MECET/IQAC/2021-22/MM-02

Dated : 21st October 2021

Minutes of the Meeting - 02

Date of Meeting: 15.10.2021

Time: 2.30 AM

Venue: Principal's Chamber

The second meeting of the Academic year 2021-22 of Internal Quality Assurance Cell (IQAC) was held on 15th October 2021. The meeting was chaired by Prof. Dr. A. Lenin Fred, Principal. (Chair person -IQAC).

The list of members present/absent is here below:

S. No.	Name of member	Designation in the committee	Present/Absent
1.	Rev. Fr. Josphin Raj	Correspondent	Present
2.	Prof. Dr. A. Lenin Fred	Principal/Chairperson	Present
3.	Rev. Fr. Alex Kumar	Management Representative	Present
4.	Prof. Dr. N. Austin	Member-Senior Administrative Officer	Present
5.	Dr. V. Suresh	Member-Senior Administrative Officer	Present
6.	Dr. D. R. Anand Rejelin	Member-Senior Administrative Officer	Present
7.	Mr. Anish John Paul	Member-Senior Administrative Officer	Present
8.	Mr. Aswin G. Singerji	Member-Senior Administrative Officer	Present
9.	Mrs. M. Jeba Priya	Member-Senior Administrative Officer	Absent
10.	Mr. R. Leo Bright Singh	Member-Senior Administrative Officer	Present

11	Dr. R. Benschwartz	Member	Present
12	Mr. I. Jackson Thanga Roy	Member	Present
13	Mrs. L. T. Herlin	Member	Present
14	Mr. G. L. Abishek	Member	Present
15	Dr. Godwin Pithalis	Member	Present
15	Mr. J. R. Aldous Huxley	Member	Present
16	Mrs. R. K. Shanmugha Priya	Member	Present
17	Mrs. L. R. Bindu	Member	Present
18	Mrs. S.K.Johnsy Sugitha	Member	Present
19	Mr. P. Rajendra Babu	Member – Local Society	Present
20	Mr. A. Raj	Member – Industry	Present
21	Mr. Justin Vijay	Member – Alumni	Present
22	Mr. Amruthya S. Nair	Member – Student	Present
23	Dr. D. Rajeev	Coordinator, IQAC	Present

Agenda

- NAAC internal team formulation
- NBA audit discussion
- Discussion about MIS
- Discussion about FDP in IQAC
- Discussion about Faculty appraisal system
- Discussion about academic Internal audit (Lab+ Theory)

The meeting started at **2.30 a.m.** Coordinator-IQAC- Dr. Rajeev

(HOD /Mechanical) welcomed the internal and external members .

The following were the discussions on the status report

- Dr. Rajeev (HOD /Mechanical) welcomed all the members and gave brief account of agenda.
- The minutes of previous year meeting held on 20/08/2021 was unanimously approved by the members.
- It was planned to conduct some criteria reviews of NBA. The

- Co-ordinators Dr. Rajeev and Dr. Anand Rejilin will inform the review dates to the criteria in-charges for reviews.
- An Internal team for NAAC is formulated with Dr. N. Austin (Academic Director) as the mentor and Dr. R. Benschwartz (AP/ECE) as the Co-ordinator with seven team members. The members are as follows.

1. Dr. Reeba Rex
2. Mrs. Akhila
3. Mrs. Anbushamini
4. Mrs. Manjusha
5. Mrs. Asha Beaula
6. Mrs. Priya Viji
7. Mrs. Suhi

- It was planned to collect faculty appraisal form from all the faculty members.
- It was planned to conduct one FDP programme by the IQAC.
- It was planned to conduct Academic Internal audit for LAB and theory with Dr. John Iruthaya Raj as the Head of Internal Lab audit team.
- It was decided to conduct the Lab Internal audit on 17th Marh 2022 to 23 March 2022.
- It was decided to postpone the action plan activities for the month of January to the month of March because of covid -19

Finally the IQAC Coordinator proposed the date for the next meeting and unanimously decided to conduct the next meeting during the month of April. The meeting ended with formal vote of thanks by the IQAC

Co-Ordinator.



Dr. D. Rajeev

Co-Ordinator



Prof. Dr. A. Lenin Fred

Chairperson



Rev. Fr. Josphin Raj

Correspondent

IQAC MINUTES OF MEETING ON 20/08/2021



Mar Ephraem

College of Engineering & Technology

CATHOLIC DIOCESE OF MARTHANDAM

12/08/2021

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Circular

An Internal Quality Assurance Cell (IQAC) has been planned to initiate in our institution on 20th August 2021 at 10:30AM in the Principal's Chamber along with its executive members. All the IQAC members are here by informed to attend the meeting without fail.

IQAC Co-Ordinator

Chair person






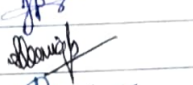

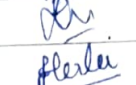

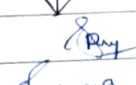


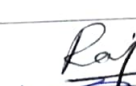









Prof. Dr. A. Lenin Fred

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20.	Mr. P. RajendraBabu	Chief Administrator, Fathima Public School,Parassala	
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23.	Mr.Rouwyn Varghese Mathew	Students,III year Mech	
24.	Dr. D. Rajeev	HOD,Mech	

Mar Ephraem

College of Engineering & Technology

CATHOLIC DIOCESE OF MARTHANDAM

INTERNAL QUALITY ASSURANCE CELL

Ref : MECET/IQAC/2021-22/MM-01

Dated : 31st August 2021

Minutes of the Meeting - 01

Date of Meeting: 20.08.2021

Time: 10.30 AM

Venue: Principal's Chamber

The first meeting of the Academic year 2021-22 of Internal Quality Assurance Cell (IQAC) was held on 20th August 2021. The meeting was chaired by Prof. Dr. A. Lenin Fred, Principal. (Chair person -IQAC).

The list of members present/absent is here below:

S. No.	Name of member	Designation in the committee	Present/Absent
1.	Rev. Fr. Josphin Raj	Correspondent	Present
2.	Prof. Dr. A. Lenin Fred	Principal/Chairperson	Present
3.	Rev. Fr. Alex Kumar	Management Representative	Present
4.	Prof. Dr. N. Austin	Member-Senior Administrative Officer	Present
5.	Dr. V. Suresh	Member-Senior Administrative Officer	Present
6.	Dr. D. R. Anand Rejelin	Member-Senior Administrative Officer	Present
7.	Mr. Anish John Paul	Member-Senior Administrative Officer	Present
8.	Mr. Aswin G. Singerji	Member-Senior Administrative Officer	Present
9.	Mrs. M. Jeba Priya	Member-Senior Administrative Officer	Absent
10.	Mr. R. Leo Bright Singh	Member-Senior Administrative Officer	Present

11	Dr. R. Benschwartz	Member	Present
12	Mr. I. Jackson Thanga Roy	Member	Present
13	Mrs. L. T. Herlin	Member	Present
14	Mr. G. L. Abishek	Member	Present
15	Dr. Godwin Pithalis	Member	Present
16	Mr. J. R. Aldous Huxley	Member	Present
17	Mrs. R. K. Shanmugha Priya	Member	Present
18	Mrs. L. R. Bindu	Member	Present
19	Mrs. S.K. Johnsy Sugitha	Member	Present
20	Mr. P. Rajendra Babu	Member – Local Society	Present
21	Mr. A. Raj	Member – Industry	Present
22	Mr. Justin Vijay	Member – Alumni	Present
23	Mr. Amruthya S. Nair	Member – Student	Present
24	Dr. D. Rajeev	Coordinator, IQAC	

Agenda

- Previous Academic Year action plan
- Current academic year action plan
- Audit report discussion
- Research Projects
- FDP, Workshop, seminar activities
- Field projects, Mini projects, Internship
- Feedback collection and analysis
- About PTA meeting
- Awards and appreciation of Ph. D Faculties.

The meeting started at **10.30 a.m.** Coordinator-IQAC -Dr. Rajeev

(HOD /Mechanical) welcomed the internal and external members and presented the status report on the Benchmarks 2021-2022.

The following were the discussions on the status report

- Dr. Rajeev (HOD /Mechanical) welcomed all the members and gave brief account of Action plan for this academic year.

- The minutes of previous year meeting held on 20/05/2020 was unanimously approved by the members.
- External and Internal audit report for the previous year submitted by the audit members and approved by the chairman.
- It was directed to collect feedback responses from students, parents and other stakeholders.
- The chairman of IQAC motivate the all heads of departments, to organize FDP,workshops,seminars on advances topics to promote the quality circles.
- Head of various departments were requested to encourage the students to take part in field projects, mini projects and internships to inculcate experiential and participating learning.
- Individuals who apply for research project have to apply through research committee.
- It was planned to conduct One Parent teachers meeting in a semester.
- IQAC decided to arrange a meeting to teach the scholars to write journal papers.
- It was decided to conduct motivational program for all the students and faculty members.

Finally the IQAC Coordinator proposed the date for the next meeting and unanimously decided to conduct the next meeting during the month of October 2021. The meeting ended with formal vote of thanks by the IQAC Co-Ordinator.



Dr. D. Rajeev
Co-Ordinator



Prof. Dr. A. Lenin Fred
Chairperson



Rev. Fr. Josphin Raj
Correspondent