

Meeting dated 12-01-2023

M. C. Majin Haji

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Abdul Hameed Master

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Prof. K. K. Abdul Hussain Thangal

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Dr. G. Ramoesh

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Haji C. K. Zubair

Prof. Hameesh Babu K T

Prof. Sreeram S

Prof (Dr.) Hema Walini

Prof (Dr.) Najeeb

Prof (Dr.) Rejith V. Lavi

Dr. Mubarak M

Dr. Febina Beeri. P

Prof Shamsudheen. N

Dr. Sadiqah. A

Joubae. C

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ABSENT

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MINUTES OF IQAC MEETING held on 12.01.2023, 3 pm, Venue:- IQAC Hall

The meeting was chaired by Director (IQAC), Prof. Haneesh Babu K T

Members present (As per attendance recorded in the Minutes Book)

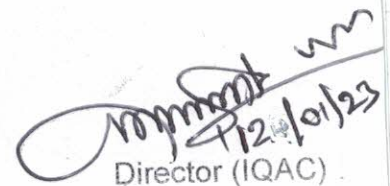
| Item No. | Agenda /Decision | Remarks |
|----------|---|---------|
| 1 | Address by the Principal: The Principal briefed the members about the present status of IQAC and its activities. | |
| 2 | Review of previous meeting minutes. The Committee reviewed the minutes of previous meeting. | |
| 3 | Internal Audit Ranking: Recommends for awarding ranking based on the documents produced during internal Audit conducted by IQAC. | |
| 4 | Academic Schedule It entrusted the Dean (Academic) for preparing the academic calendar as per directions and calendar published by university for the upcoming even semester (2022-23- even semester). | |
| 5 | New ERP migration Discussed new ERP migration and recommended to continue in the old ERP until the NBA visit. | |
| 6 | Publication of journals, papers etc.: The IQAC recommends to improve the publication for journals, papers etc. by faculty members. | |
| 7 | University result improvement: IQAC has observed that if the faculty advisors act as Mentor it will be a motivation for the students and this will improve the University results to a certain extent. The odd semester attendance and internal marks were discussed and found improved. | |
| 8 | Programs of professional bodies. It is decided that NSS, IEDC, IEEE, UNAI, NPTEL and other Department Professional Bodies should increase the number of programs of high quality. | |

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| 9 | Library usage by Students IQAC observed that the usage of Library facility by students has drastically reduced. Discussed and recommended for improvement. | |
| 10 | Convey of message to parents It is observed that many of the parents are unaware of the programs and academic schedules of the college. So it is recommended to have a strong PTA whatsapp group for each class and send all the details to it. | |
| 11 | Approval of AD department Mission Vision statement. IQAC reviewed the Mission and Vision statements for Artificial Intelligence and Data Science department and approved it. | |
| 12 | Attainment of CO & PO for CE department. Approved the new attainment levels in CO & PO for Civil Engineering Department. | |
| 13 | NBA accreditation – Civil Engineering Dept. and Compliance report for CSE and ME Depts. Since the three sets of date we proposed for the NBA peer committee inspection has lapsed, New dates were proposed during the new academic year (2022-23) even semester. Out of the proposed dates, NBA peer committee inspection for Civil Engineering is expected to be on 17 th , 18 th & 19 th of March 2023. Subsequently the documents already prepared to be reviewed before proposing the date for inspection. Since it is going to expire the NBA for CSE and ME departments on 30-01-2023, It is decided to submit the compliance report for CSE and ME departments on or before 27 th of January 2023. | |
| 14 | NBA Accreditation for IT and EEE Programs Since it compulsory that 60% of the programs in an institution to be accredited for getting EOA from AICTE, it mandatory to go for NBA for IT and EEE departments. Hence it is recommended to do the necessary ground work to apply the pre qualifier for IT and EEE Departments. | |
| 15 | NAAC reaccreditation Since the NAAC accreditation is going to expire on 07-02-2024, it is decided to do the necessary works for reaccrediting the institution and hence recommended to start the work at least from 01 st of June 2023 onwards. | |



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MEA Engineering College
Perinthalmanna

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12/01/23
Director (IQAC)



MEA ENGINEERING COLLEGE PERINTHALMANNA

Action Taken Report - IQAC MEETING held on 12.01.2023

| Item No. | Decision | Action taken |
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| 3 | <p>Internal Audit Ranking:</p> <p>Recommends for awarding ranking based on the documents produced during Internal Audit conducted by IQAC.</p> | Still to be implemented |
| 4 | <p>Academic Schedule</p> <p>It entrusted the Dean (Academic) for preparing the academic calendar as per directions and calendar published by university for the upcoming even semester (2022-23- even semester).</p> | Discussed in council meeting and schedule is framed in line with university schedule. |
| 5 | <p>New ERP migration</p> <p>Discussed new ERP migration and recommended to continue in the old ERP until the NBA visit.</p> | Currently following Old ERP and mean while asked System Administrator to implement everything in new ERP. |
| 6 | <p>Publication of journals, papers etc.:</p> <p>The IQAC recommends to improve the publication for journals, papers etc. by faculty members.</p> | Many faculty members have already published journals and papers. Still more are advised to publish. |
| 7 | <p>University result improvement:</p> <p>IQAC has observed that if the faculty advisors act as Mentor it will be a motivation for the students and this will improve the University results to a certain extent. The odd semester attendance and internal marks were discussed and found improved.</p> | Mentoring process has been already started. Tutors and faculty members have been allotted some group of students to carry out the process. Remedial Classes were also carried out. |


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| 8 | <p>Programs of professional bodies:</p> <p>It is decided that NSS, IEDC, IEEE, UNAI, NPTEL and other Department Professional Bodies should increase the number of programs of high quality.</p> | <p>All the programs have been conducted, but, programs of UNAI and NPTEL are to be conducted.</p> |
| 9 | <p>Library usage by Students</p> <p>IQAC observed that the usage of Library facility by students has drastically reduced. Discussed and recommended for improvement.</p> | <p>University have taken initiation to use the digital platform and given a training program to all staff on 10-02-23</p> |
| 10 | <p>Convey of message to parents</p> <p>It is observed that many of the parents are unaware of the programs and academic schedules of the college. So it is recommended to have a strong PTA whatsapp group for each class and send all the details to it.</p> | <p>Added key persons (Principal, Vice Principal, Dean Academics, and Hod's) in the group for monitoring the process.</p> |
| 11 | <p>Approval of AD department Mission Vision statement.</p> <p>IQAC reviewed the Mission and Vision statements for Artificial Intelligence and Data Science department and approved it.</p> | <p>Approved Mission Vision statements of AD department.</p> |
| 12 | <p>Attainment of CO & PO for CE department.</p> <p>Approved the new attainment levels in CO & PO for Civil Engineering Department.</p> | <p>Approved</p> |
| 13 | <p>NBA accreditation – Civil Engineering Dept. and Compliance report for CSE and ME Depts.</p> <p>Since the three sets of date we proposed for the NBA peer committee inspection has lapsed, New dates were proposed during the new academic year (2022-23) even semester. Out of the proposed dates, NBA peer committee inspection for Civil Engineering is expected to be on 17th, 18th & 19th of March 2023. Subsequently the documents already prepared to be reviewed before proposing the date for</p> | <p>Criteria vise auditing is going on. Submitted the Compliance report and fee for CSE and ME departments.</p> |


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| | inspection. Since it is going to expire the NBA for CSE and ME departments on 30-01-2023, It is decided to submit the compliance report for CSE and ME departments on or before 27 th of January 2023. | |
| 14 | <p>NBA Accreditation for IT and EEE Programs .</p> <p>Since it compulsory that 60% of the programs in an institution to be accredited for getting EOA from AICTE, it mandatory to go for NBA for IT and EEE departments. Hence it is recommended to do the necessary ground work to apply the pre qualifier for IT and EEE Departments.</p> | It is recommended to discuss in detail in the college council for necessary actions. |
| 15 | <p>NAAC reaccreditation</p> <p>Since the NAAC accreditation is going to expire on 07-02-2024, it is decided to do the necessary works for reaccrediting the institution and hence recommended to start the work at least from 01st of June 2023 onwards.</p> | Informed the NACC coordinator through Principal |


Director (IQAC)


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