St. Thomas College of Engineering & Technology

Vellilode, Sivapuram P.O., Mattanur, Kannur District, Kerala

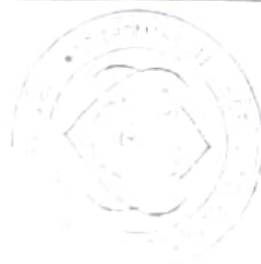Approved by AICTE New Delhi, Govt. of Kerala and Affiliated to APJ Abdul Kalam Technological University

MINUTES OF THE IQAC MEETING

Meeting Ref No:	Date	Venue	Time	Minutes Prepared by
STM/IQAC/2022 – 2023/ MoM-5	25/04/2023	Board Room	12:30 pm	IQAC Coordinator

List of Attendees

1) Dr. Shinu Mathew John (Principal) - IQAC Chairman

2) Mr. Rijo Thomas Jose (CEO)- Management representative

3) Mr. Nithin C (IQAC Coordinator)

4) Mr. Saritha Narayanan (AP, CSE Department)- IQAC Department Coordinator

5) Ms. Manasa Mukundan (AP, CE Department)- IQAC Department Coordinator

6) Ms. Nivin V. K. (AP, ECE Department)- IQAC Department Coordinator

7) Mr. Prashin VP (AP, ME Department)- IQAC Department Coordinator

9) Mr. Madhu K.- (AP, CSE)- Professional Society representative

AGENDA/DISCUSSION POINTS

SL NO:	AGENDA	DISCUSSION POINTS
A1	Review of Action Taken Report of the previous meeting	Reviewed the action taken report of the previous meeting and updated the status

Internal Quality Assurance Cell (IQAC)

A2	Streamlining of MOUs	It was decided that the documentation of MOUs signed by college has to be streamlined and instruction regarding this has to be passed to all faculty members. All the faculty members should be requested to ensure that the original MOU document is handed over to the Administrative Officer, at the office and also, a copy to be mailed to IQAC.
A3	First Internal Academic Audit	It is decided to conduct the first internal academic audit for the academic year 2022-23 on 18-5-2023 & 19-5-2023
A4	Internship Activities	Principal mentioned that all the students of S4, S6 classes should attend internships during the month of May 2023 and submit the internship report by June 2023.
A5	Industrial Visits	It is decided to conduct the industrial visit programme of S6 classes during the month of May 2023.
A6	IQAC Composition – Amendment	It is amended that Asst. Prof. Rasma S. to be included in the IQAC as department coordinator of Applied Science and Humanities Department.

ACTION ITEMS

ACTION NO:	ACTION ITEM DESCRIPTION	ACTION BY	TARGET DATE	STATUS
A2	Streamlining of MOUs	Departments/Faculties	May 2023	Open
A3	First Internal Academic	IQAC Audit Team	May 2023	Open

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		Audit			
A4	Internship Activities	Staff Advisor/HoDs	June 2023	Open
A5	Industrial Visits	IV Staff Coordinator/Staff Advisor/HoDs	May 2023	Open

27/04/2023

IQAC Chairman

PRINCIPAL
ST. THOMAS COLLEGE OF
ENGINEERING & TECHNOLOGY
SIVAPURAM

27/4/2023

IQAC Coordinator
IQAC COORDINATOR
St. THOMAS COLLEGE OF
ENGINEERING & TECHNOLOGY
SIVAPURAM, KANNUR

Internal Quality Assurance Cell (IQAC)