



MINUTES OF THE IQAC MEETING

Meeting Ref No:	Date	Venue	Time	Minutes Prepared by
STM/IQAC/2022 – 2023/ MoM-4	03/02/2023	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 VK (AP, ECE Department)- IQAC Department Coordinator
- 7) Mr. Jewel Syriac (AP, ASH)- IQAC Department Coordinator
- 8) Mr. Prashin VP (AP, ME)- 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



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

A2	IQAC's plan for the AY 2022-23 Even Semester	Action plan for the Even Semester was presented including the preparation for NAAC and NBA accreditation, unified file structure for college and conducting audits.
A3	Consolidation of monthly report/ activity calendar	College year calendar (AY 2022-23 Odd Semester) to be consolidated and released to the departments for review
A4	Participation of faculties in FDPs	Principal mentioned that all the faculties should attend at least one FDP per semester. Also to improve the number of participants for NPTEL courses/FDPs

ACTION ITEMS

ACTION NO:	ACTION ITEM DESCRIPTION	ACTION BY	TARGET DATE	STATUS
A2	Unified file structure for college	IQAC Team	March 2023	Open
A2	Conducting Audits	IQAC Team	May 2023	Open
A3	Consolidation of monthly report/ activity calendar	IQAC Team & HoDs	February 2023	Open
A4	Participation of faculties in FDPs	All faculties/Departments	May 2023	Open

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6/2/2023
IQAC Chairman

PRINCIPAL
ST. THOMAS COLLEGE OF
ENGINEERING & TECHNOLOGY
SIVAPURAM

[Signature]
6/2/2023
IQAC COORDINATOR
ST. THOMAS COLLEGE OF
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