



St. Thomas College of Engineering & Technology

Vellode, Sivapuram P.O., Mattannur, Kannur District, Kerala
Approved by All India Council of Technical Education (AICTE), New Delhi, India

Ref: STM/2023-24/IQAC/CC/NO-3

4/1/2024

NOTICE

This is to inform all the concerned that a meeting of **IQAC Core Committee** will be held on 11/1/2024 at 2:30 pm in the Board Room.

Agenda

- A1: Address by the IQAC Chairperson
- A2: Review of the previous meeting minutes
- A3: IQAC internal academic audit (second) during the odd semester 2023-2024.
- A4: Honor course- S4- Registrations
- A5: Professional body activities - Review
- A6: Academic calendar/Schedule- AY 2023-24
- Any other matter with the permission of the Chairperson

[Signature]
04/01/24

IQAC Chairman

PRINCIPAL

ST. THOMAS COLLEGE OF
ENGINEERING & TECHNOLOGY
SIVAPURAM

- 1. Principal
- 2. Academic Coordinator
- 3. HODs
- 4. IQAC members

[Signature]
4/1/24

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

IQAC Core Committee Meeting minutes

Meeting Ref no: STM/2023-24/IQAC/CC/NO-3
Date : 11/1/2024
Venue : Board Room
Time : 2:30 pm

Attendees

1. Dr. Shrima Mathew John *[Signature]*
2. Mr. Rijo Thomas Jose *[Signature]*
3. Dr. Anitha Mary Soman *[Signature]*
4. Mr. Nithin C *[Signature]*
5. Ms. Anju G *[Signature]*
6. Dr. Rakhi Sreedharan *[Signature]*
7. Mr. Nivin VK *[Signature]*
8. Ms. Deepthi K *[Signature]*
9. Mr. Sreedal CV *[Signature]*
10. Mr. Madhu K *[Signature]*

Minutes / Decisions of the meeting

The meeting started at 2:30 pm

A1: Address by the IQAC chairperson
IQAC Chairman welcomed all the members to the meeting and briefed about the current IQAC status

A2: Review of previous meeting minutes
Reviewed the action taken report of the previous meeting.

A3: IQAC Internal Academic Audit (IInd) during odd semester 2023-24
The second internal audit was conducted on 8/1/24 and 9/1/24. Meeting reviewed the feedback from IA team

and the readiness for the forthcoming KTU external audit. Preparations for the EA found adequate. IQAC coordinator recommended that departments shall continue updating the documents.

A4 Honor Course (Semester 4)

IQAC recommends that more a number of students to be motivated for Honor Courses

A5: Professional body activities - Review

ISTE membership activities in progress and membership certificate by will be obtained by February 2024.

A6: Academic Schedule/ Calendar

The committee entrusted the academic coordinator for preparing the academic calendar for AY2023-24 even semester as per the directions and calendar published by KTU.

Approved
S. S. S. S.
12/1/2024

Minutes prepared by
Nithin C
12/1/2024

IQAC COORDINATOR
ST. THOMAS COLLEGE OF
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SNAPURAM, KANNUR

Action Items

Sl. No.	Action no.	Action Item Description	Action by	Target Date	Status
1	A4	Inform 54 students regarding benefits of Honor Course	SFA	29/1/24	Open
2	A5	ISTE membership-related activities	Rahul VA	15/2/24	Open
3	A6	Academic Calendar for Even Semester 2023-24	Principal, Ac f HODs	29/1/24	Open

12/1/24

ACTION TAKEN REPORT

Meeting Refno.	Action Point	Description	Action by	Target Date	Status
STM/2023-24/IQAC/CC/A10-3	A4	Inform 54 students regarding benefits of Honor Course	SFA	29/1/24	Closed
STM/2023-24/IQAC/CC/A10-3	A5	ISTE membership - Admitted by EC as individual members	RAHUL VA	15/2/24	Closed
STM/2023-24/IQAC/CC/A10-3	A6	Academic Calendar	Principal Ac f HODs	29/1/24	Closed

IQAC COORDINATOR
ST. THOMAS COLLEGE OF
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12/1/24