



## St. Thomas College of Engineering & Technology

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

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

Ref: STM/2023-24/IQAC/CC/NO-1

11/07/2023

### NOTICE

This is to inform all the concerned that a meeting of IQAC Core Committee will be held on 24/07/2023 at 2:30 pm in the Board Room

#### Agenda

- A1: Address by the IQAC Chairperson
- A2: Review of the previous meeting minutes
- A3: Academic Calendar/Schedule
- A4: Publication of journals, papers etc.
- A5: Professional body activities
- A6: External Audit (AY 2022-23) feedback
- A7: Professional development Programmes for faculties
- A8: Templates for Minutes of Meeting
- A9: University results improvement
- A10: Internal Academic Audit for the upcoming semester

**IQAC Chairperson**

ST. THOMAS COLLEGE OF  
ENGINEERING & TECHNOLOGY

Copy to: SIVAPURAM

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

**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-1  
Date: 24-7-2023  
Venue: Board Room  
Time: 02:30 pm

### Attendees

1. Dr. Shivan Mathew John *sw*
2. Mr. Rijo Thomas Jose *RJ*
3. Dr. Anetha Mary Soman *AMS*
4. Mr. Nithin C *Nithin*
5. Ms. Anju G *Anju*
6. Mr. Nivin VK *Nivin*
7. Ms. Deepthi K. *Deepthi*
8. Mr. Sreedhar C.V. *Sreedhar*
9. Dr. Rakhi Sreedharan *Rakhi*
10. Mr. Madhu K. *Madhu*

Minutes: / Decisions of the meeting.  
The meeting started at 02:30 pm

A1: Address by the IQAC Chairperson  
The Chairperson welcomed all the members to the core committee meeting and briefed about the current status of IQAC and its related activities

A2: Review of previous meeting minutes  
IQAC Coordinator briefed about the meetings with HoDs, IQAC Coordinator & PAC Coordinators. The actions taken were also reviewed in the meeting.

### A3: Academic Calendar / Schedule.

The committee entrusted the Academic Coordinator & HoDs for preparing the academic calendar for the AY 2023-24 Odd semester, as per the directions and calendar published by University.

### A4: Publication of Journals, papers etc.

IQAC recommends to improve the count of faculties publishing papers, journals etc.

### A5: Professional body activities.

It is decided that NSS, IEDC, NPTEL, CSI and other department professional bodies should increase the number of programmers. IEEE, ISTE College chapters to be started during the upcoming odd semester.

### A6: External Audit feedback.

IQAC coordinator presented the feedback on the external audit conducted on 20/7/2023. The feedback from external auditors were generally positive regarding department level activities and document maintenance. The suggestions from external auditors were already mailed to all stakeholders.

### A7: Professional Development Programmes for faculties

IQAC Chairperson discussed about the importance of faculties getting trained in the latest developments in engineering, emerging technologies, outcome based education system, accreditation processes etc. FDPs can be organized by respective departments. All faculty members can utilize the NPTEL courses and attend FDPs to enhance their skills.

### A8: Templates for Minutes of meeting.

The committee finalized the templates to be used for meeting minutes. All departments shall strictly adhere to the same. Also entrusted IQAC coordinator to upload the templates in the website and make necessary updations in them as and when required.

### A9: University results - Improvement.

IQAC recommends that the mentoring system to be improved in order to motivate students in all aspects, which can also improve university results.

### A10: Internal Audit for the upcoming semester.

IQAC coordinator recommended to conduct the two internal audits during November & January months respectively.

The committee also nominated the following faculty members as auditors for department level.

1. Dr. Rakhi Sreedharan
2. Ms. Vanthakki VK
3. Mr. Manas Mukundan
4. Mr. Sreedal CV
5. Ms. Nivin V K.

Dr. Anetha Mary Susan & Dr. Nithin C shall perform the audit on Institute level documents. The committee entrusted IQAC coordinator to upload all the course file templates in the College website.

Approved

*[Signature]*  
25/07/23

Minutes Prepared by  
Mr. Nithin C

*[Signature]*  
25/7/23

Sl No:	Action no:	Action Item Description	Action by	Target Date	Status
1	A3	Preparation of academic calendar	Principal, Academic Coordinator, & HODs	8-8-2023	Open.
2	A8	Templates of MoM	IQAC Coordinator	4-8-23	Open.
3	A7	Professional development programmes for faculties - Faculties to utilize NPTEL courses to improve their skills.	Respective faculties & NPTEL Dept coordinators	21-8-23	Open.

*John*  
25/7/2023

**IQAC COORDINATOR**  
**ST. THOMAS COLLEGE OF**  
**ENGINEERING & TECHNOLOGY**  
**SWAPURAM, KANNUR**

### Action Taken Report.

Meeting Ref No:	Action Point	Description	Action by	Target Date	Status
STT/2023-24/19AC/CC/No-1	A3	Preparation of academic calendar for AY 2023-24 2nd Semester	Principal, AC, & HODs	8-8-23	closed.
STT/2023-24/19AC/CC/No-1	A7	Faculties to register for NPTEL - 4 faculties registered	Staff	21-8-23	closed.
STT/2023-24/19AC/CC/No-1	A8	Templates of MoM uploaded in website	IQAC Cdr	4-8-23	closed.
STT/19AC/2023-24/MoM-3	A1	PAC/OPAC formation	HODs	21/7/23	closed.
STT/19AC/2023-24/MoM-1	A3	Constitute Advisory Systems	HODs	10/8/23	closed.
STT/19AC/2023-24/MoM-1	A4	Constitute CC of conveyance, & responsibility to campus	HODs	10/8/23	closed.

Approved  
*John*  
16/08/2023

*John*  
16/8/2023  
**IQAC COORDINATOR**  
**ST. THOMAS COLLEGE OF**  
**ENGINEERING & TECHNOLOGY**  
**SWAPURAM, KANNUR**