

St. Thomas College of Engineering & Technology

Vellode, Sivapuram P.O., Mattanur, Kannur District, Kerala
Approved by the TE, Govt. Dept. of Science and Affiliated to APJ Abdul Kalam Technological University

Ref: STM/2023-24/IQAC/CC/NO-2

8/11/2023

NOTICE

This is to inform all the concerned that a meeting of IQAC Core Committee will be held on 15/11/2023 at 2:30 pm in the Board Room.

Agenda

- A1: Address by the IQAC Chairperson
- A2: Review of the previous meeting minutes
- A3: Review of first internal academic audit 2023-24 Odd Semester
- A4: Progress in Professional body activities
- A5: University results review
- A6: Target setting for CO attainment
- A7: Activity Points
- Any other matter with the permission of the Chairperson

S. S. S.
PRINCIPAL
IQAC CHAIRPERSON
ST. THOMAS COLLEGE OF
ENGINEERING & TECHNOLOGY
SIVAPURAM

Copy to:

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

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

IQAC Core Committee Meeting Minutes

Meeting Ref no: STM/2023-24/IQAC/CC/NO-2

Date: 15/11/2023

Venue: Board room

Time: 2:30 pm

Attendees

1. Dr. Shom Mathew John *SM*
2. Mr. Rija Thomas Jose *R*
3. Dr. Anetha Mary Soman *AS*
4. Mr. Nithin C *N*
5. Ms. Anju G *A*
6. Dr. Rakhi Sreedharan *R*
7. Mr. Nivin VK *N*
8. Ms. Deepthi K *D*
9. Mr. Sreedal CV *S*
10. Mr. Madhu K *M*

Minutes/Decisions of the meeting.

The meeting started at 2:30 pm

A1: Address by the IQAC chairperson
IQAC chairperson welcomed all the attendees to the core committee meeting and briefed about the current IQAC activity status.

A2: Review of previous meeting minutes
IQAC coordinator briefed about the previous meeting decisions and the actions taken.

A3: Review of first Internal Academic Audit 2023-24
IQAC coordinator briefed about the IQAC

Internal academic audit conducted on 9th and 10th November 2023. Recommendations / Suggestions were also put forward.

A4: Progress on Professional body activities. Many programmes were conducted in the college in association with Nss, IEDC etc during the month of Aug - Oct 2023. IEEE student branch got approved on Oct 20, 2023, and the first event under the branch was conducted on 11-11-2023. Inauguration of IEEE STMSS will be conducted during first week of December 2023.

A5: University results review.

The committee reviewed the previous semester results in detail. IQAC recommends that special coaching strategy is required to clear backlogs, improve graduation percentage and thus the overall ranking of the college. Arrears tracking and support should be implemented during the second year itself. Weak students should be identified earlier in a semester and remedial sessions to be provided to them.

A6: Target setting for CO attainment.

CO attainment calculation to be completed (by updating university results in CO attainment sheet) identify attainment gaps and for closure of quality loop for even semester courses AY 2022-23. Target date - 20/11/23.

A7: Activity Points.

IQAC recommends to strictly monitor the allocation of activity points. The validity of certificates provided by students should be verified thoroughly. Thus the participation of students in MOOC courses and other quality

programmes can be improved.

Minutes prepared by
Mr. Nathan C

Nathan C
16/11/23

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

Approved *slutti*
15/11/2023

Sl No:	Action no:	Action Item description	Action by	Target date	Status
1	A4	IEEE-STM student branch inauguration	Mr. Rahul VA	14/10/23	Open
2	A6	CO target setting for even sem courses	Faulkner	20/11/23	Open.

Nathan C
16/11/23

Action taken Report:

Meeting Refers:	Action Point	Description	Action by	Target date	Status
30/10/2023/CC/No-2	A4	IEEE STM student branch inauguration	Rahul VA	14/10/23	Closed
07/11/2023/24/IQAC/CC/No-2	A6	CO target setting for even sem	Faulkner	20/11/23	closed

Approved *slutti*

Nathan C
5/11/2023