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Internal Quality Assurance Cell (IQAC) – Annual Report Academic Year: 2021-22

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1. IQAC Committee Members
2. Minutes of the Meeting with action taken report

IQAC Committee Members:

The management of Toms College of engineering and polytechnic is pleased to reconstitute the **INTERNAL QUALITY ASSURANCE CELL** for the academic year 2021-22 with the following composition:

- | | | |
|--|---|--------------------|
| 1. Dr. Paul A.J (Director) | - | Chairman |
| 2. Joby Joseph ,HOD EEE | - | Member |
| 3. Shijina B,HOD CSE | - | Coordinator |
| 4. Erlin Antony,HOD CH | - | Member |
| 5. Kiran K Murali,HOD ME | - | Member |
| 6. Mita Ann Zacharia, HOD CE | - | Member |
| 7. Remya P V (Senior Administrative Officer) | - | Member |
| 8. Anisha G Kaimal (Nominee from local body) | - | Member |
| 9. Hyacinth S Babu (Student member) | - | Member |
| 10. Ruben Jose Tom (Nominee from trust) | - | Member |

1. Minutes of the meetings conducted:

Number of meetings with dates held:

No. of Meetings conducted	04
Dates of the Meetings	29-09-2021
	07-01-2022
	18-04-2022
	06-06-2022



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Minutes of the meeting No: 1

DATE: 29-09-2021

Members present

- | | | |
|------------------------------|---|-------------|
| 1. Dr. Paul A.J (Director) | - | Chairman |
| 2. Shijina B,HOD CSE | - | Coordinator |
| 3. Joby Joseph ,HOD EEE | - | Member |
| 4. Erlin Antony, HOD CH | - | Member |
| 5. Kiran K Murali, HOD ME | - | Member |
| 6. Mita Ann Zacharia, HOD CE | - | Member |

Agenda

- *Academic monitoring*
- *Internal examination schedule planning*
- *Orientation Program*
- *Preparation for NAAC*
- *First draft of AQAR*

The meeting started with our Principal Dr. Paul A J, Director & Chairman of IQAC welcoming the members to the meeting. The Director started the session stressing on the need to align with the Institution's Vision and Mission. He also outlined on the Quality policy and the Institute awards. He concluded his address by welcoming the coordinator of IQAC, who proceeded with the rest of the agenda.

The meeting concluded with the following points:

Agenda1: Academic Monitoring

- The overall academic plan and current teaching - learning process was discussed.
- A checklist with the following points was prepared for the staff to upgrade the academic activities in the next semester



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- To prepare staff class notes and slides for at least 2 modules before the commencement of the next semester. These study materials are to be peer reviewed by the internal expert committee and necessary corrections to be made.
 - To prepare assessment questions in advance. Make it more creative and customized to each student to prevent malpractice during tests.
 - Regular scrutiny of student class notes to be ensured. It must be made a practice to check the class notes at least 5 working days before the internal exams.
 - At least 2-3 classes for revision / remedial for each subject before each series exams to be given.
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- Offer add-on courses /Foundational courses/Coding courses with the consent of respective HODs
 - It is decided that faculty advisors should keep separate registers and tutorial files for tutorial classes, which includes the 2 groups of tutorial classes (with student names), timetable, topics covered in each tutorial class, etc. HODs were requested to monitor the tutorial classes and present a view report after two weeks in the college council meeting.
 - Coordinator of IQAC reminded all department members to monitor the quality of answer scripts of each subject and upload the same to the answer repository. It has to be evaluated and verified internally by each department.

Agenda 2: Internal examination & feedback process

- Guidelines for the internal examinations were set. The team decided to conduct the internal exams as per the KTU calendar.
- Invigilators are requested to report all types of malpractices to the Chairman, Discipline Action Committee Joby Joseph, HOD, EEE and / or to the Coordinator, Internal Exam Cell (Ms. Ambily C Panicker – AP,EEE) immediately.
- HODs are requested to engage a minimum of 10 minutes (every 2 weeks) in each class to obtain feed back from students.
- It is decided to take online student feedback twice in a semester for all subjects, preferably after the internal examinations.

Agenda 3: Orientation Program

- It was decided to conduct an Orientation program for the newly hired employees in the beginning of every semester.
- IQAC has decided to arrange a session on student project for teaching faculties.

Agenda 4: Preparation for NAAC

- Decided to constitute an internal NAAC cell by including two or more faculties from each department, two or more members from both administrative and accounting department.
- All the Heads for various clubs, associations, bodies, general facilities are requested to hand over the updated institutional files for Accreditation.

Agenda 5: IEDC cell development

- Decide to constitute Toms innovation Centre for startup mission

Agenda 6: First draft of AQAR

- It was decided to prepare the first draft of AQAR and the responsibilities for the same were distributed to department coordinators.

Action Taken Report for the Meeting Conducted on 29-09-2021

Sl. No	Action Plan	Action Taken
1.	Teaching learning process evaluation	Conduct department wise evaluation by HODs for Study materials and question papers prepared by the faculties
2	Answer repository	Instruct DQAC to collect and verify Question papers and Scheme
3	Planning Internal examination schedule	Instruct all faculties to conduct internal examination as per KTU calendar
4	Student feedback	Develop an online platform for collecting student feed back
5	TIC constitution planning	Develop an IEDC cell ,Toms innovation Centre(TIC)



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Minutes of the meeting No: 2

DATE :07-01-2022

TIME : 2 PM
VENUE : IQAC

Members present:

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|--|---|--------------------|
| 1. Dr. Paul A.J (Director) | - | Chairman |
| 2. Joby Joseph ,HOD EEE | - | Member |
| 3. Shijina B,HOD CSE | - | Coordinator |
| 4. ErlinAntony,HOD CH | - | Member |
| 5. Kiran K Murali,HOD ME | - | Member |
| 6. Mita Ann Zacharia,HOD CE | - | Member |
| 7. Ruben jose Tom (Nominee from trust) | - | Member |

- Dr.PaulA J, Director & Chairman of IQAC began the meeting welcoming all the members.
- The coordinator welcomed the members and introduced the newly inducted members to the committee.
- The committee thanked the old members for their valuable contribution and once again reiterated the activities done by the IQAC.

Agenda 1: Academic Monitoring

- The overall academic plan and progress of students are to be reviewed on the basis of internal examinations and monthly activity reports.
- It was decided to arrange remedial classes for the students who scored low marks in the examinations. Retests have to be conducted before the lab examinations.

- Decide to publish internal mark. Make arrangements for conducting internal test for students who got less internals
 - All departments should submit their plans for the modernization of labs to the management through the Principal.
 - It was decided to take the syllabus coverage report for each subject before the internal examinations and student feedback on faculty after the internal exam

Agenda 2: Academic Audit

- It was decided to conduct the internal audit as per the KTU calendar. IQAC coordinator asked the members to make necessary preparations for the Audit.

Agenda 4 :

It was decided to activate various clubs and planning club activities for upcoming semester

Agenda5: IEDC cell development

- Constitution of IEDC Cell

Agenda 6: NAACworks

- It was decided to conduct an expert class for NAAC accreditation works.
- Decided to arrange a training session for NAAC cell members for file preparation.

Action Taken Report of IQAC meeting held on 07-01-2022

S#	Decisions	Responsibility	Scheduled Date	Action Taken
1	KTU audit File arrangements	Faculty & IQAC coordinator	15/01/2022	All the documents related to KTU audit were submitted on 15/01/2022 to IQAC cell for verification. The verification report was submitted to the Director-Academic on 16 th January 2022.
2	AQAR submission	IQAC coordinator	16/01/2022	AQAR was prepared and submitted to College Council for review on 17/01/2022
3	IEDC cell constitution	Ambily C Panicker	7/01/2022	Constitute the cell with following members. Innovation cell officer (Shijina B, HOD CSE) Asst. Nodal officer - Ambily C Panicker (HOD, EEE) Students coordinators - Anusree Sanalkumar (S8 CSE), Adish k (S6 ME)



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Minutes of the Meeting No: 3

DATE : 18-04-2022
TIME : 2 PM
VENUE : IQAC

Members present

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|-----------------------------|---|--------------------|
| 1. Dr. Paul A.J (Director) | - | Chairman |
| 2. Joby Joseph ,HOD EEE | - | Member |
| 3. Shijina B,HOD CSE | - | Coordinator |
| 4. ErlinAntony,HOD CH | - | Member |
| 5. Kiran K Murali,HOD ME | - | Member |
| 6. Mita Ann Zacharia,HOD CE | - | Member |

- Minutes of the previous meeting were confirmed.
- Guidelines for the invigilation of University examinations were set and other facilities were also arranged.
- Reconstitute IQAC cell

Agenda 1: Academic Monitoring

- Previous teaching-learning process was discussed.
- Academic calendar for the even semester was designed, which was to be followed by each department.
- Students are to be encouraged to use the digital library during project hours for downloading reference papers. The students must submit the hard copy of all the research papers referred for their projects.

Agenda 2: Club events

- Decided to conduct an introduction program related with NDLI club
- Decided to arrange soft skill and professional development training program for students and faculties

Agenda 3: IEDC cell Events

- Decide to conduct a training class for giving introduction to students and faculty about the IEDC activities

Agenda 4: Feedback process

- It was decided to take online student feedback twice in a semester for all subjects, preferably after the internal examinations.

Agenda 5: NAAC related work

- Decide to conduct a meeting with faculties of various departments by IQAC coordinator and NAAC coordinator

Action Taken Report of IQAC meeting held on 18-04-2022

S#	Decisions	Responsibility	Scheduled Date	Action Taken
1	Academic Audit (Course file)	Erlin Antony (HOD, CH)		Course file verification for all the Subjects was conducted between 24 th to 27 th April 2022
2	Planning soft skill development program under NDLI club	Erlin Antony (HOD CSE), Kalesh Gopalan (Librarian)	30/04/2022	Soft skill and professional development training program. Conducted by Er. Joby Joseph (HOD EEE)



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3	Planning for conducting IEDC training	Cell coordinator (Ambily C Panicker, Asst.Professor)	29/04/2022	IEDC training program-Expert talk by Dr. A.T Francis
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Minutes of Meeting No: 4

DATE : 04/06/2022
TIME : 2PM
VENUE : IQAC

Members present

- | | | |
|-----------------------------|---|--------------------|
| 1. Dr. Paul A.J (Director) | - | Chairman |
| 2. Joby Joseph ,HOD EEE | - | Member |
| 3. Shijina B,HOD CSE | - | Coordinator |
| 4. ErlinAntony,HOD CH | - | Member |
| 5. Kiran K Murali,HOD ME | - | Member |
| 6. Mita Ann Zacharia,HOD CE | - | Member |

Minutes of the previous meeting were confirmed.

Agenda 1: Academic Monitoring

- IQAC coordinator instructs all HODs to conduct second internal audit.
- Principal instruct all faculties to complete subjects and lab works as per KTU syllabus.
- Instruct HODs to arrange previous semester Lab details for external audit
- Announce External audit date



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Action taken report

Action Taken Report of IQACmeetingheldonv04-06-2022				
S#	Decisions	Responsibility	Scheduled Date	ActionTaken
1	Second Internal Audit	IQAC Cordinator, HOD s of all departments	06/06/2022	Departmental and college specific documents are verified by IQAC cordinator
2	Subject Coverage Planning	Class advisors	13/06/2022	Course file for all subjects verified. Proposed and actual plans cross checked. Instruct faculty to conduct extra classes.

Director

IQAC Coordinator



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