

Mattakara P.O, Kottayam - 686 564 Ph:0481-2547400, 9400747400 E-mail. info@toms.ac.in www.toms.ac.in

Ref No: TCE/IQAC/2015-16/Circular/1

Dated:30/07/2015

### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on first August 2015 at 2 pm in principal's room and all committee members should attend the meeting to discuss about the Constitution, importance of IQAC and activities under IQAC without fail.

#### Agenda:

- Regarding the formation of IQAC and other committees under IQAC
- · Selection of in charges for various committees
- Discussing about Quality measures for Academic and administrative enhancement.
- Regarding the academic audit of KTU

Principal/Director

**IQAC Coordinator** 

Copy to all IQAC members

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Director
TOMS COLLEGE OF ENGINEERING
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KOTTAYAM, KEKALA - 686 564



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Ref No: TCE/IQAC/2015-16/Meeting/1

Dated:01/08/2015

# Internal Quality Assurance Cell [IQAC] Minutes of the Meeting

A meeting was held on first August 2015 at 2.00 pm and following are the resolution made.

#### Agenda:

- 1. Regarding the formation of IQAC and other committees under IQAC
- 2. Selection of in charges for various committees
- 3. Discussing about Quality measures for Academic and administrative enhancement.
- 4. Regarding the academic audit of KTU

### Major Discussions and Decisions:

- 1. Principal explained about the necessity of IQAC in the quality enhancement of the institution. Instruct all the members to study well about the functions of IQAC as per AICTE regulation.
- 2. IQAC members suggested to take responsibility by the department HODs to constitute various committees.
- 3. Decide to setting out academic and administrative audit plan (Yearly twice)
- 4. Discussion regarding K 33 audit manual. Decide to plan all the departmental activities focused with KTU audit.

### The following members where present:

Dr. Justus Rabi (Principal)

Joby Joseph (Asst.Prof, EEE)

Benson Varghese (Asst.Prof, ME)

Erlin Antony (Asst.Prof, CH)

Teresa Sunny (Asst.Prof, CE)

Er. Mollykutty Emmanuel (Nominee from the trust)

Shijina B (Asst.Prof, CSE)

Pan. Ay

Director TOMS COLLEGE OF ENGINEERING Mattakara PO KOTTAYAM, NENALA - 686 564



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Ref No: TCE/IQAC/2015-16/IQAC/ Notification/1

Dated:5/08/2015

### **NOTIFICATION**

Subject: Constitution of Internal Quality Assurance Cell (IQAC)

To promote the quality enhancement in the institutional activities both in academic and administrative and also as a pre accreditation exercise, the Principal is pleased to constitute the Internal Quality Assurance Cell (IQAC) comprising of the following members for a period of 2015-2016 for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the Coilege.

Sl No	Name and Designation	Status in the committee
1	Dr.Justus Rabi (Principal)	Chairman
2	Joby Joseph (Asst.Prof, EEE)	Member
3	Benson Varghese (Asst.Prof, ME)	Member
4	Erlin Antony (Asst.Prof, CH)	Member
5	Teresa Sunny (Asst.Prof, CE)	Member
6	Sreelatha K R (Senior Administrator Officer)	Member
7	Thomas Scaria (Nominee from local society)	Member
8	Er.Mollykutty Emmanuel(Nominee from the trust)	Member
9	Shijina B (Asst.Prof, CSE)	IQAC Coordinator

Principal/Director

#### Copy To:

- 1. Chairman
- 2. Vice principal
- 3. Administrative Office
- 4. All the members of the Committee and Squad.
- 5. College Website



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Ref No: TCE/IQAC/2015-16/Circular/2

Dated:6/09/2015

#### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 8th September 2015 at 11.00 am in principal's room and all committee members should attend the meeting to discuss about work progress of IQAC without fail.

### Agenda:

- Regarding the IQAC policies
- Activities under various cell
- Discussing about Quality measures for Academic and administrative enhancement.
- Regarding the academic audit of KTU

Principal/Director

**IQAC** Coordinator

Copy to all IQAC members

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Ref No: TCE/IQAC/2015-16/Meeting/2

Dated:08/09/2015

### Internal Quality Assurance Cell [IQAC]

### Minutes of the Meeting

A meeting was held on 8th September 2015 at 2.00 pm and following are the resolution made.

#### Agenda:

- · Regarding the IQAC policies
- Activities under various cell
- Discussing about Quality measures for Academic and administrative enhancement.
- Regarding the academic audit of KTU

### Major Discussions and Decisions:

- 1. The major Objectives of IQAC discussed. Inform Administrative nominee to work out about the budget of infrastructure developments of the institution.
- 2. Verify the constitution details and list of members of various committees. Planned out the major activities under the cells.
- 3. Discuss about the curriculum setting of the college (As per KTU curriculum). Set out the strategies of internal examinations. Decide to constitute Departmental Quality Assurance Cell (DQAC).
- 4. Internal academic audit date scheduled.

	Action Taken Report of IQAC meeting held on 01-08- 2015					
S#	Decisions	Responsibility	Scheduled Date	Action Taken		
1	IQAC and Other Cell Constitution	Principal and IQAC Coordinator,HOI) s of all departments	05/08/2015	IQAC Constituted .Members selected from governing body, administration and academic level		





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	Pormation of All Other committees under IQAC	All department HODs	Before 8/09/2015	Mandatory Cells are constituted. Members selected from each	
	KTU Academic audit	IQAC Cc coordinator	03/09/2015	Internal auditors selected by Principal.	
3				Decide to conduct internal audit on 3/09/2015	

#### Members Present:

- 1. Dr.Justus Rabi (Principal)
- 2. Joby Joseph (Asst.Prof, EEE)
- 3. Benson Varghese (Asst.Prof, ME)
- 4. Erlin Antony (Asst.Prof, CH)
- 5. Teresa Sunny (Asst. Prof, CE) Tesch
- Shijina B (Asst.Prof, CSE)
   Sreelatha K R (Senior Admin'strator Officer)
   Thomas Scaria (Nominee from : scal society)
- 9. Er.Mollykutty Emmanuel(Nominee from the trust)

**IQAC** Coordinator

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Ref No: TCE/IQAC/2015-16/Ci.xular/3

Dated:30/11/2015

#### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on 2nd December 2015 at 11.00 am in principal's room and all committee members should attend the meeting to discuss about KTU audit without fail.

#### Agenda:

- · Regarding the KTU audit
- · Record maintenance
- · DQAC work progress

**IQAC** Coordinator

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Ref No:TCE/IQAC/2015-16/Meeting/3

Dated:02/12/2015

# Internal Quality Assurance Cell [IQAC]

# Minutes of the Meeting

A meeting was held on 2nd December 2015 at 11.00 am and following are the resolution made.

### Agenda:

- Regarding the KTU audit
- Record maintenance
- DQAC work progress

# Major Discussions and Decisions:

- Decide maintain internal audit report as a proof for evaluating academic progress. Conduct audit of lab works/co-curricular and extra cur
- 2. Discuss about the curriculum setting of the college (As per KTU curriculum). Set out the strategies of internal examinations. Decide to constitute Departmental Quality Assurance Cell (DQAC).
- 3. Internal academic audit date scheduled...

	Action	Taken Report of IQAC 2015	meeting neta on	
	Decisions	aesponsibility	Scheduled Date	Action Taken
S#	IQAC policy setting, Activities under	Principal and IQAC Coordinator, HOD s of all departments	05/09/2015	Conduct meetings of various cells under IQAC
	Formation of DQAC	All department HODs	Before 12/09/2015	DQAC formed senior faculties from each departments selected as committee in charges





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Complete Section Secti	3	KTU Academic audit	IQAC Co coordinator	26/09/2015	Schedule the second internal academic audit date 01/12/2015

#### Members Present:

1. Dr.Justus Rabi (Principal)

2. Joby Joseph (Asst. Prof, EEE) John

3. Benson Varghese (Asst.Prof, ME) January

4. Erlin Antony (Asst.Prof, CH)

5. Teresa Sunr.y (Asst. Prof, CE) hazares

6. Shijina B (Asst.Prof, CSE)

**IQAC** Coordinator

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Ref No: TCE/IQAC 2015-16/Circular/4

Dated: 11/01/2016

#### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 14th January 2016 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the reconstitution of the cell by including nominees from industry and KTU audit without fail.

#### Agenda:

- · IQAC reconstitution
- · KTU audit review

**IQAC** Coordinator

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Ref No: TCE/IQAC/2015-16/Meeting/4

Dated: 14/01/2016

### Internal Quality Assurance Cell [IQAC]

### Minutes of the Meeting

A meeting was held on 14th January 2016 at 2.00 pm and following are the resolution made.

#### Agenda:

- IQAC reconstitution
- · KTU audit review

#### Major Discussions and Decisions:

- As per KTU and AICTE regulation decide to constitute IQAC with nominees from Employer/Industrialist/Stakeholders.
- 2. Review KTU audit report. Decided to rework the record maintained as per KTU audit report.

	Action Taken Report of IQAC meeting held on 02-12- 2015						
S#	Decisions	Responsibility	Scheduled Date	Action Taken			
1	KTU Audit	IQAC Coordinator, HODs of all departments	02/10/2015	Second internal audit conducted by internal audit cell members. Corrections made as per KTU audit manual			
2	Record maintenance	All department HODs	2/10/2015	Course file setting, Lab manuals, login registers and stock registers are updated.			





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#### **Members Present:**

Dr. Justus Rabi (Principal) Jadus
 Joby Joseph (Asst. Prof, EEE) John

3. Benson Varghese (Asst. Prof, ME)

4. Erlin Antony (Asst. Prof, CH) Eslu

5. Teresa Sunny (Asst. Prof, CE) Teresa Sunny

6. Er. Molly Kutty Emmanuel (Trust nominee)

7. Shijina B (Asst.Prof, CSE)

**IQAC** Coordinator

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Director TOMS COLLEGE OF ENGINEERING Matter : PO. KOTTAYAM, ALRALA - 686 564



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Dated: 12/04/2016

Ref No: TCE/IQAC/2015-16/Circular/5

### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on 18th April 2016 at 12.00 pm in principal's room and all committee members should attend the meeting to discuss about the reconstitution of the cen and KTU audit for the year 2016 without fail.

### Agenda:

- IQAC reconstitution
- KTU audit 2016

**IQAC Coordinator** 

Copy to all IQAC members

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Ref No: TCE/IQAC/2015-16/Meeting/5

Dated: 18/04/2016

# Internal Quality Assurance Cell [IQAC]

### Minutes of the Meeting

A meeting was held on 18th April 2016 at 12.00 pm and following are the resolution made.

### Agenda:

- IQAC reconstitution
- KTU audit 2016

# Major Discussions and Decisions

- 1. Decide to reconstitute IQAC with new members. Principal and IQAC coordinator enlist the
- 2. Plan the internal academic audit of current semester. Decide to conduct audit for each department before external audit by KTU.

Action Taken Report of IQAC meeting held on 14-01- 2016				
S#	Decisions	Responsibility	Scheduled Date	Action Taken
1	IQAC reconstitution	Principal and IQAC coordinator.	15/01/2016	Decide to reconstitute IQAC with nominee from stakeholders
2	KTU audit review	IQAC coordinator and all copartment HODs	16/01/2016	Review the external auditeports of previous KT audit(28/11/2015). Scheole an internal audit after corrections as per KT audit report.

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#### Members Present:

8. Dr. Justus Rabi (Principai)

9. Joby Joseph (Asst.Prof, EEE)

10. Benson Varghese (Asst. Prof, ME) Henson

11. Erlin Antony (Asst. Prof, CH) Call

12. Teresa Sunny (Asst.Prof, CE)

Tevesasion 13. Er. Molly Kutty Emmanuel (Trust nominee) Mallykutt

14. Shijina B (Asst.Prof, CSE)

**IQAC** Coordinator

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Ref No: TCE/IQAC/2015-16/Circular/6

Dated: 25/04/2016

### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 27th April 2016 at 12.00 pm in principal's room and all committee members should attend the meeting to discuss about the reconstitution of the cell and KTU audit for the year 2016 without fail.

### Agenda:

- IQAC reconstitution
- KTU audit 2016

**IQAC Coordinator** 

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> Mattakara PO KOTTAYALL KERALA - 686 564



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Ref No: TCE/IQAC/2015-16/IQAC/ Notification/2

Dated:27/04/2016

# **NOTIFICATION**

Subject: Reconstitution of Internal Quality Assurance Cell

The Principal is pleased to reconstitute the Internal Quality Assurance Cell (IQAC) comprising of the following members for a period of one year for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the College.

Sl. No.	Name and Designation	Status in the committee
1	Dr. P Murugesan	Chairman
2	Shijina B,HOD,CSE	IQAC Coordinator
3	Joby Joseph, HC D, EEE.	Member
4	Erlin Antony, HOD, CH	Member
5	Benson Varghese, HOD, ME	Member
6	Teresa Sunny HOD ,CE	Member
7	Renjini K, Asst.Prof, CSE	Member
8	Silpa Caroline, Asst Prof,CE	Member
9	Sreelatha K R(Senior administrative staff)	Member
10	Remya P V (Senior administrative staff)	Member
11	Anisha G Kaimal (Member from local body)	Member
12	Thomas Scaria(Nominee from local society)	Member
13	Dijith J (Employer, Project manager Millennium Corgacting)	Member

Director
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Mattakara P.O.
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(Approved by AICTE & Affiliated to MG University& ATU)

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	Nominee from Trust						
14	Me lykutty Emmanuel	Member					
15	Ruben Jose Tom	Member					

Principal/Director

Copy To:

1. Chairman

2. principal

3. Administrative Office

4. All the members of the Committee and Squad.

5. College Website

Director TOMS COLLEGE OF ENGINEERING MATTER PO KOTTAYAM, KERALA - 686 564



Ref No: TCE/IQAC/2015-16/Meeting/6

Dated: 27/04/2016

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### Internal Quality Assurance Cell [IQAC]

### Minutes of the Meeting

A meeting was held on 27th April 2016 at 12.00 pm and following are the resolution made.

#### Agenda:

- IQAC reconstitution
- KTU audit 2016
- Central computing facility anhancement

#### Major Discussions and Decisions:

- 1. IQAC reconstituted with new chairman, members from administration and include industrialist.
- 2. KTU external audit date confirmed(Scheduled on 04/05/2016)
- 3. Decide to inform governing body members for the enhancement of central computing facility. Requested to allocate some budget amount for the infrastructure development.

	Action Taken Report of IQAC meeting held on 18-04-					
S#	Decisions	Responsibility	Scheduled Date	Action Taken		
1	IQAC reconstitution	Principal and IQAC coordinator.	27/04/2016	IQAC reconstituted with new members		
2	KTU audit (Internal & External)	IQAC coordinator and all department HODs	22/04/2016	Internal audit conducted .Report submitted to Principal.		





# Members Present

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Sl. No.	Name and Designation	Status in the committee	signature
1	Dr. P Murugesan	Chairman	Dans.
2	Shijina B,HOD,CSE	IQAC Coordinator	A.
3	Joby Joseph, HOD, EEE.	Member	Palar .
4	Erlin Antony, HOD, CH	Member	Compa
5	Benson Varghese, HOD, ME	Member	"Palest"
6	Teresa Sunny HOD ,CE	Member	San A
7	Renjini K, Asst.Prof, CSE	Member	Denguise.
8	Silpa Caroline, Asst Prof, CE	Member	
9	Sreelatha K R(Senior administrative staff)	Member	San
10	Remya P V (Senior administrative starf)	Member	Day.
11	Anisha G Kaimal (Member from local body)	Member	Janes
12	Thomas Scaria(Nomince from local society)	Member	Dames.
13	Dijith J (Employer, Project manager Millennium Contracting)	Member	THE.
	Nominee from Tru		
14	Mollykutty Emmanuel	Member	Mull
15	Ruben Jose Tom	Member	2 more

IQAC Coordinator



TOMS COLLEGE OF ENGINEERING Mattakara P.O KOTTAYAM, KEFALA - 686 564



Ref No: TCE/IQAC/2015-16/Circular/7

Dated: 17/05/2016

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### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 17th May 2016 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the conduction of sports events and KTU audit for the year 2016 without fail.

#### Agenda:

- External Academic audit (KTU) report review
- Conducting Sports events

**IQAC** Coordinator

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Ref No: TCE/IQAC/2015-16/Meeting/7

Dated: 17/05/2016

# Internal Quality Assurance Cell [IQAC]

### Minutes of the Meeting

A meeting was held on 17th May 2016 at 12.00 pm and following are the resolution made.

### Agenda:

- External Academic audit (KTU ) report review
- Conducting Sports events

### Major Discussions and Decisions:

- 1. As per KTU external audit report (Audit date 04/05/2016) maintenance of lab registers need to be modified.
- 2. Decide to set venue for inter university sports meet.

	Action Taken Report of IQAC meeting held on 27-04- 2016					
S#	Decisions	Responsibility	Scheduled Date	Action Taken		
1	IQAC reconstitution	Principal and IQAC coordinator.	27/04/2016	IQAC reconstituted with new members		
2	KTU Academic audit date fixed.	IQAC coordinator and all department HODs	04/05/2016	External audit conducted by KTU, all the arrangements for the audit done by the HODs and faculties.		





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3	Governing body members	10/00/2020	Major requirement list collected from system administrator.

### **Members Present**

Sl. No.	Name and Designation	Status in the committee	signature
1	Dr. P Murugesan	Chairman	Many 3.
2,	Shijina B,HOD,CSE	IQAC Coordinator	
3	Joby Joseph, HOD, EEE.	Member	Ogenera.
4	Erlin Antony, HOD, CH	Member	Column .
5	Benson Varghese, HOD, ME	Member	1
6	Teresa Sumy HOD, CE	Member	
7	Renjini K, Asst.Prof, CSE	Member	Royant
8	Silpa Caroline, Asst Frof, CE	Member	John ,
9	Sreelatha K R(Senior administrative staff)	Member	Sunday
10	Anisha G Kaimal (Member from local body)	Member	Janes .
	Nominee from Tru		
11	Mollykutty Emmanuel	Member	Latte.
12	Ruben Jose Tom	Member	Zulsan

IQAC Coordinator

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Ref No: TCE/IQAC/2015-16/Circular/8

Dated: 04/06/2016

#### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 6th June 2016 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the reconstitution of the cell and KTU audit for the year 2016 without fail.

#### Agenda:

- · Admission progress
- KTU examination
- · DQAC reconstitution
- · Co-curricular and extracurricular activities

**IQAC** Coordinator

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Ref No: TCE/IQAC/2015-16/Meeting/8

Dated: 06/06/2016

# Internal Quality Assurance Cell [IQAC]

### Minutes of the Meeting

A meeting was held on 6th June 2016 at 11.00 pm and following are the resolution made.

#### Agenda:

- · Admission progress.
- KTU examination.
- DQAC reconstitution.
- Co-curricular and extracurricular activities.

# Major Discussions and Decisions:

- 1. Review the current status of B.Tech admission 2016-17.
- 2. Decide to reconstitute examination cell and select new internal exam coordinator. Instruct the exam cell members to file all the previous question papers and answer keys and submit one copy to library as reference.
- 3. Instruct all HODs to reconstitute DQAC for academic year 2016
- 4. Plan and schedule the dates of all co-curricular and extracurricular activities of the current semester.

	Action Taken Report of IQAC meeting held on 17-05-					
		2016	-			
S# Decisions Responsibility Scheduled Date Action Take						
1	KTU Audit report	Principal and IQAC coordinator.	18/05/2016	As per KTU audit report		
1	review			necessary corrections are		
	4.5			made for record		
				maintenance.		





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	Conducting sports events	Principal, HODs and Sports club members		For each sports items committees constituted. Instruct members to raise fund for coordinate sports events without any fail.
			1	

### **Members Present**

Sl. No.	Name and Designation	Status in the committee	signature
1	Dr. P Murugesan	Chairman	Memezesas
2	Shijina B,HOD,CSE	IQAC Coordinator	Shybox.
3	Joby Joseph, HOD, EEE.	Member	(Sofare)
4	Erlin Antony, HOD, CH	Member	28/01
5	Benson Varghese, HOD, ME	Member	Boosen
6	Teresa Sunny HOD ,CE	Member	Teogramm.
7	Renjini K, Asst.Prof, CSE	Member	Desiral
8	Silpa Caroline, Asst Prof, CE	Member	Huba Condus
9	Sreelatha K R(Senior administrative staff)	Member	Denirai Bruffecondus Spelatha Onsha
10	Anisha G Kaimal (Member from local body)	Member	ansha-
	Nominee from Tru		
11	Mollykutty Emmanuel	Member	Mark
12	Ruben Jose Tom	Member	Kobek

**IQAC** Coordinator

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Ref No: TCE/IQAC/2015-16/Circular/9

Dated: 10/08/2016

### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 15th August 2016 at 11.00 am in principal's room and all committee members should attend the meeting to discuss about the KTU audit and Workshops/Add on courses/Internship programs as per university regulation for the odd semester without fail.

#### Agenda:

- Academic audit
- · Curriculum updating
- KTU exam result analysis

**IQAC** Coordinator

Copy to all IQAC members

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Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
MOTTAYAM, KERALA - 686 564



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Ref No: TCE/IQAC/2015-15/Meeting/9

Dated: 15/08/2016

### Internal Quality Assurance Cell [IQAC]

### Minutes of the Meeting

A meeting was held on 15th August 2016 at 11.00 am and following are the resolution made.

### Agenda:

- Academic audit
- Workshop/Add on courses/Internship programs
- KTU exam result analysis.
- Reconstitution of other cells under IQAC

### Major Discussions and Decisions:

- Decide to conduct internal audit before KTU external audit.
- Decide to schedule dates for Workshop/Add on courses/Internship programs. Instruct HODs to arrange 'ime table based on the internship dates without affecting regular classes.

Action Taken Report of IQAC meeting held on 06-06-

3. Decide to analyze station wise performance of students in each department.

	2016					
S#	S# Decisions Responsibility Scheduled Date Action Taken					
1	Admission progress	Principal and Admission council members	20/06/2016	Principal conducted a meeting with councilors to check the admission work progress		

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2			www.toms.ac.in		
		KTU examination	Principal, HODs and Exam coordinator	13/06/2016	Exam cell reconstituted with new members. Mandatory files for exam cell verified and updated.  Stock register verified
	3	DQAC reconstitution	Principal, HODs and Exam coordinator	21/06/2016	Departmental quality assurance cell constituted with new members. Start to keep KTU question papers and answer key as
4	e	Co-curricular and extracurricular activities.	HODs and Cell members	21/06/2016	Conduct meeting with cell members and decide to conduct cell activities as per Academic calendar

### **Members Present**

Sl. No.	Name and Des. in ion	Status in the committee	signature
1	Dr. P Murugesan	Chairman	Meregeray
2	Shijina B,HOD,CSE	IQAC Coordinator	Shyme
3	Joby Joseph, HOD, EEE.	Member	Adu
4	Erlin Antony, HOD, CH	Member	ESLA-
5	Benson Varghese, HOD, ME	Member	Benson
6	Teresa Sunny HOD ,CE	Member	Tesera





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7	Renjini V	W	www.toms.ac.ja
8	Renjini K, Asst.Prof, CSE	Member	Soul
0	Silpa Caroline, Asst Prof,CE	Member	Jupa Car
9	Sreelatha K R(Senior administrative staff)	Member	Que de la constante de la cons
10	Anisha G Kaimal (Member from local body)	Member	Anshe
	Nominee from Trust		
11	Mollykutty Emmanuel	Member	Mal
12	Ruben Jose Tom	Member	Roter

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IQAC Coordinator

Pad. AS

Director

TOMS COLLEGE OF ENGINEERING

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Ref No: TCE/IQAC/2015-16/Circular/10

Dated: 12/09/2016

### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 17th September 2016 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the KTU audit for the odd semester without fail.

### Agenda:

Academic audit

**IQAC Coordinator** 

Copy to all IQAC members

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Ref No: TCE/IQAC/2015-16/Meeting/10

Dated: 15/09/2016

# Internal Quality Assurance Cell [IQAC]

# Minutes of the Meeting

A meeting was held on 17th September 2016 at 2.00 pm and following are the resolution

### Agenda:

Academic audit.

# Major Discussions and Decisions:

 Decide to conduct internal audit before KTU external audit. Instruct HODs to collect feedback from students twice per semester. Perform feedback analysis and instruct faculties for progress in their teaching strategies.

	Action Taken Report of IQAC meeting held on 15-08- 2016				
S#	Decisions	Responsibility	Scheduled Date	Action Taken	
1	Admission progress	Principal and Admission council members	20/06/2016	Principal conducted a meeting with councilors to check the admission work progress	
2	KTU examination	Principal, HODs and Examples endinator	13/06/2016	Exam cell reconstituted with new members. Mandatory files for exam cell verified and updated.  Stock register verified	

TOMS COLLEGE OF ENGINEERING

Matter PO

KOTTAYAM FEHALA 686 564



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			www	v.toms.ac.in
3	DQAC reconstitution	Prireipal, HODs and Exam coordinator	21/06/2016	Departmental quality assurance cell constituted with new members. Start to keep KTU question papers and answer key as
4	Co-curricular and extracurricular activities.	HODs and Cell members	21/06/2016	reference.  Conduct meeting with cell members and decide to conduct cell activities as per Academic calendar

### **Members Present**

Sl. No.	Name and Designation	Status in the committee	signature
1	Dr. P Murugesan	Chairman	Managera -
2	Shijina B,HOD,CSE	IQAC Coordinator	Aying .
3	Joby Joseph, HOD, EEE.	Member	Legis
4	Erlin Antony, HOD, CH	Member	Eslm.
5	Benson Varghese, HOD, ME	Member	Bensom ley,
6	Teresa Sunny HOD ,CE	Member	Telesa suny
7	Renjini K, Asst.Prof, CSE	Member	Bed-
9	Sreelatha K R(Senior administrative staff)	Member	Sheelatha
10	Anisha G Kaimal (Member from local body)	Member	Ansha
12	Ruben Jose Tom	Member	Thats

**IQAC** Coordinator

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KOTTAVAM KERALA - 686 564



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Ref No: TCE/IQAC/2015-16/Circular/11

Dated: 03/10/2016

### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 5th October 2016 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the KTU academic audit report review and preparation for EOA visit from university the odd semester without fail.

### Agenda:

- KTU audit review
- · EOA visit from university

**IQAC** Coordinator

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Copy to all IQAC members

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Ref No: TCE/IQAC/2015-16/Meeting/10

Dated: 05/10/2016

# Internal Quality Assurance Cell [IQAC]

### Minutes of the Meeting

A meeting was held on 5th October 2016 at 2.00 pm and following are the resolution made.

### Agenda:

- KTU audit review
- EOA visit from university.

# Major Discussions and Decision

- 1. Review the KTU external academic audit report and rework the documents as per the
- 2. Decide to arrange mandatory requirements for academic and administrative sections to face extension of approval visit from university, for infrastructure maintenance follow AICTE regulations.

	Action	Taken Report of IQAC 2016	meeting held or	n 15-09-
S#	Decisions	Responsibility	Scheduled Date	Action Taken
1	KTU academic andit	Principal, IQAC coordinator and HODs	26/09/2016	Conduct internal audit
		<b>.</b> ••• •••		date as 30/09/2016
		**		

TOMS COLLEGE OF ENGINEERING Mattakara P.O. KOTTAYAM, KERALA - 686 564



### Members Present

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www.toms.ac.in

SL No.	Name and Designation	Status in the committee	signature
1	Dr. P Murugesan	Chairman	Musiquas
2	Shijina B,HOD,CSE	IQAC Coordinator	Shiper
3	Joby Joseph, HOD, EEE.	Member	Johns
4	Erlin Antony, HOD, CH	Member	Esla
5	Benson Varghese, HOD, ME	Member	Beasol
6	Teresa Sunny HOD ,CE	Member	Tegesa'
7	Renjini K, Asst.Prof, CSE	Member	Ruguis
9	Sreelatha K R(Senior administrative staff)	Member	Guerra
10	Anisha G Kaimal (Member from local body)	Member	Anisha
12	Ruben Jose Tom	Member	Hypno

**IQAC** Coordinator

Pau. AS

Director

TOMS COLLEGE OF ENGINEERING

Mattakara P.O. KOTTAYAM, KERALA - 686 564



Ref No: TCE/IQAC/2015-16/Circular/11

Dated: 01/12/2016

#### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on 5th December 2016 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the preparation and progress of EOA KTU audit works visit from university.

#### Agenda:

Progress of EOA (CTU) works.

**IQAC** Coordinator

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Copy to all IQAC members

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Ref No: TCE/IQAC/2015-16/Meeting/11

Dated: 05/12/2016

## Internal Quality Assurance Cell [IQAC]

#### Minutes of the Meeting

A meeting was held on 5th December 2016 at 2.00 pm and following are the resolution made.

#### Agenda:

• Progress of EOA (KTU) works.

## Major Discussions nd Decisions:

	Action	Taken Report of IQAC 1 2016	meeting neitro	
		900		
S#	Decisions	Responsibility	Scheduled Date	Action Taken
1	KTU academic audit review	Principal , IQAC coordinator and HODs	26/10/2016	Review the eternal audit report.
2	EOA visit from university	Principal, IQAC coordinator and HODs	16/11/2016	Internal inspection conducted by trust chairman and principal. Instruct IQAC coordinator to make corrective actions as per university EOA
		ar go		regulation.





## **Members Present**

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Sl. No.	Name and Designation	Status in the committee	signature
1	Dr. P Murugesan	Chairman	Musugeras
2	Shijina B,HOD,CSE	IQAC Coordinator	Shywa
3	Joby Joseph, HOD,EEE.	Member	Slight
4	Erlin Antony, HOD, CH	Member	ESLW
5	Benson Varghese, HOD, ME	Member	Beer
6	Teresa Sunny HOD ,CE	Member	Telesa-
7	Renjini K, Asst.Prof, CSE	Member	Renjini.
9	Sreelatha K R(Senior administrative staff)	Member	Shalofug
10	Anisha G Kaimal (Member from local body)	Member	Anshy-
12	Ruben Jose Tom	Member	Kapen

**IQAC** Coordinator

Director TOMS COLLEGE OF ENGINEERIN

Matter ( ) 666 564



Ref No: TCE/IQAC/2016-17/Circular/12

Dated: 02/01/2017

#### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 4th January 2017 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the KTU EOA visit report

#### Agenda:

EOA visit report review

IQAC Coordinator

Copy to all IQAC members

Pad. AS Director TOMS COLLEGE OF ENGINEERING



Ref No: TCE/IQAC/2016-17/Meeting/11

Dated: 06/01/2017

## Internal Quality Assurance Cell [IQAC]

## **Minutes of the Meeting**

A meeting was held on 6th January 2017 at 2.00 pm and following are the resolution made.

#### Agenda:

• KTU university EOA report review.

## Major Discussions and Decisions:

1. Review the KTU inspection report. Decide to rectify the major deficiencies noted and inform trust nominees for the importance of infra-structure maintenance before next academic year.

	Action	Tak a Report of IQAC 2016	meeting held or	1 05-12-
S#	Decisions	Responsibility	Scheduled Date	Action Taken
l,	Progress of FOA (KTU)	Principal, IQAC coordinator and HODs	0.7 ==7	Verified all the mandatory documents and record for the KTU inspection.

## **Members Present**

Members			
CI No	Name and Designation	Status in the committee	signature
Sl. No.		Chairman	+A count
1	Dr. P Murugesan	ro L C C - mlimator	SR
2	Shijina B,HOD,CSE	IQAC Coordinator	
3	Joby Joseph, HOD, EF 7	Member	John
	300) 111		

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4	Erlin Antony, HOD, CH	Member	Edis An
5	Benson Varghese, HOD, ME	Member	Carro
6	Teresa Sunny HOD ,CE	Member	Coson
7	Renjini K, Asst.Prof, CSE	Member	Conta
9	Sreelath: K R(Senior administrative staff)	Member	South
10	Anisha G Kaimal (Me. over from local body)	Member	Anha
12	Ruben Jose Tom	Member	Pierre

**IQAC** Coordinator



Ref No: TCE/IQAC/2016-17/IQAC/ Notification/3

Dated:02/04/2017

#### **NOTIFICATION**

Subject: Reconstitution of Internal Quality Assurance Cell

The Principal is pleased to reconstitute the Internal Quality Assurance Cell (IQAC) comprising of the following members for a period of one year for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the College.

Sl. No.	Name of d Designation	Status in the committee
1	Dr.K Hariharan (rrincipal	Chairman
2	Shijina B,HOD,CSE	IQAC Coordinator
3	Joby Joseph, HOD, EEE.	Member
4	Erlin Antony, HOD, CH	Member
5	Benson Varghese, HOD, ME	Member
6	Teresa Sunny HOD ,CE	Member
7	Kiran K Murali, Asst. Prof ME	Member
8	Jobin John , Asst. Prof ME	Member
9	Renjini K, Asst.Prof, CSE	Member
10	Silpa Caroline, Asst Prof,CE	Member
11	Srevlatha K R(Senior administrative staff)	Member
12	Remya P V (Senior administrative staff)	Member
13	Anisha G Kaim. (Member from local body)	Member
14	Thomas Scaria (Nominee from local society)	Member





		www.toms.ac.m		
15	Dijith J (Employer, Project manager Millennium Contracting)	Member		
Nominee from Trust				
16	Mollykutty Emmanuel	Member		
17 m	Ruben Jose Tom	Member		

Principal/Director

- Copy To:
  1. Chairman
- 2. principal
- 3. Administrative Office
- 4. All the members of the Committee and Squad.
- 5. College Website

Martakara PO. KOTTAYAM, KERALA - 686 564



Ref No: TCE/IQAC/2016-17/Circular/13

Dated: 03/05/2017

#### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on 6th May 2017 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the KTU Examination result analysis and planning Co-curricular activities for next semester.

#### Agenda:

- KTU examination sult analysis
- Planning Co-cur, i ar activities

**IQAC** Coordinator

Copy to all IQAC members

Pa J . Attractor
TOMS COLLEGE OF ENGINEERING
Matt Mari P 7
KOTTAYAM, KERALA : 638 964



Ref No: TCE/IQAC/2016-17/Meeting/13

Dated: 06/05/2017

#### Internal Quality Assurance Cell [IQAC]

#### Minutes of the Meeting

A meeting was held on 6th May 2017 at 2.00 pm and following are the resolution made.

#### Agenda:

- KTU examination result analysis
- Planning Co-curricular activities

## Major Discussions and Decisions:

1. Decide to maintain records of result analysis for each departments.

	Actio	n Taken Report of IQA 201	C meeting held (	on 06-01-
S#	Decisions	Responsibility	Scheduled Date	Action Taken
1	KTU inspection report review.	Principal , IQAC coordinator and HODs	22/03/2017	Verified all the mandatory documents and record for the KTU inspection.
2	IQAC reconstitution	Principal ,IQAC coordinator	06/04/2017	IQAC reconstituted with new chairman and two new faculty members

## Membe > Present:

Sl. No.	Name and Designation	signature	
1	Dr.K Harihare: (Trincipal)		

Pa J DAG tor
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
MATTAYAM, KERALA - 686 564



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-			www.toms.ac.in
	2	Shijina B,HOD,CSE	Abr
3		Joby Joseph, HOD, EEE.	Tool.
4		Erlin Antony, HOD, CH	1300
5		Benson Varghese, HOD, ME	"Cristian
6		Teresa Sunny I! : D,CE	Court '
		Kiran K Mura i Asst. Prof ME	Kap
			Ser
	1		Earling.
			500.
12	-		
Anisha G Kaimal (Member from local body)		*	Aniha
Thomas Scaria(Nominee from local society)		ociety)	· ·
13			Soften.
		Nominee from Trust	
5	Mollykutty Frankl		Maria
m	Rub	en Jose Tom	
	77 8 9 10 11 12 13	3 4 5 6 7 8 9 10 11 12 13 b T 14 5 M 5 Mo	Joby Joseph, HOD, EEE.  4 Erlin Antony, HOD, CH  5 Benson Varghese, HOD, ME  6 Teresa Sunny I! / D, CE  7 Kiran K Mura J. Sst. Prof ME  8 Jobin John , Asst Prof ME  9 Renjini K, Asst.Prof, CSE  10 Silpa Caroline, Asst Prof ,CE  11 Sreelatha K R(Senior administrative staff)  12 Remya P V (Senior administrative staff)  13 Anisha G Kaimal (Member from local body)  Thomas Scaria(Nominee from local society)  5 Dijith J (Employer, Project manager Milennium Contracting)  Nominee from Trust

**IQAC** Coordinator

TOMS COLLEGE OF ENGINEERING
MAIDLAGA PO
KOTTAYAM, KERALA - 686 584

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Ref No: TCE/IQAC/2017-18/Circular/14

Dated: 02/07/2017

#### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on 4th July 2017 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the B.Tech admission, induction programs for first year students and IQAC reconstitution..

#### Agenda:

- · Admission progress
- · Orientation programs for new comers
- IQAC reconstitution

**IQAC Coordinator** 

Copy to all IQAC members

Aidector

Tous societée CF ENGINEERING

Mattaura PO

Matt



Ref No: TCE/IQAC/2017-18/Meeting/14

Dated: 04/07/2017

#### Internal Quality Assurance Cell [IQAC]

#### Minutes of the Meeting

A meeting was held on 4th July 2017 at 2.00 pm and following are the resolution made.

#### Agenda:

- Admission progress
- Orientation programs for new comers
- IQAC reconstitution

## Major Discussions and Decisions:

- 1. Admission council meeting reports verified. Suggest Council members to submit the details of current admission status.
- 2. Decide to conduct induction programs for relevant subjects and conduct introduction classes for basic subject.
- 3. Decide to reconstitutes cell with new faculty members.

	Action Taken Report of IQAC meeting held on 06-05- 2017				
S#	Decisions	Responsibility	Scheduled Date	Action Taken	
	KTU examination result analysis	Principal, IQAC coordinator and HODs	21/06/2017	Department wise KTU result analyzed. Decide to arrange revision classes along with regular classes for supplementary papers	
2	1	Principal ,IQAC coordinator	06/06/2017	Instruct HODs to schedule dates for conducting add on courses for relevant subjects.	





(Approved by AICTE & Affiliated to MG University& ETU)

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#### **Members Present:**

Sl. No.	Name and Designation	signature
1	Dr.K Hariharan (Principal)	De .
2	Shijina B,HOD,CSE	
3	Joby Joseph, HOD, EEE.	,
4	Erlin Antopy, HOD, CH	Colina.
5	Benson Varghese, HOD, ME	
6	Teresa Sunny HOD ,CE	
7	Kiran K Murali, Asst. Prof ME	V.
8	Jobin John , Asst. Prof ME	
9	Renjini K, Asst.Prof, CSE	$\Omega$
10	Silpa Caroline, Asst Prof, CE	Bapa.
11	Sreelatha K R(Senior administrative staff)	
12	Remya P V (Senior administrative staff)	
13	Anisha G Kaimal (Member from local body)	( hily a
14	Thomas Scaria(Nominee from local society)	A Brund
15	Dijith J (Employer, Project manager Millennium Corracting)	A STATE OF THE STA
	Nominee from Trust	
16	Mollykutty Emmanuel	Antho.
17	Ruben Jose Tom	Total.

IQAC Coordinator





(Approved by AICTE & Affiliated to MG University& ETU)

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#### **Members Present:**

Sl. No	Name and Designation	signature
1	Dr.K Hariharan (Principal)	
2	Shijina B,HOD,CSE	
3	Joby Joseph, HOD, EEE.	
4	Erlin Antony. HOD, CH	Toleran.
5	Benson Varghese, HOD, ME	
6	Teresa Sunny HOD ,CE	
7	Kiran K Murali, Asst. Prof ME	V.
8	Jobin John , Asst. Prof ME	
9	Renjini K, Asst.Prof, CSE	<u></u>
10	Silpa Caroline, Asst Prof,CE	Sapa a
11	Sreelatha K R(Senior administrative staff)	
12	Remya P V (Senior administrative staff)	
13	Anisha G Kaimal (Member from local body)	hipa
14	Thomas Scaria(Nominee from local society)	Mound !
15	Dijith J (Employer, Project manager Millennium Cc. racting)	A STATE OF THE STA
	Nominee from Trust	
16	Mollykutty Emmanuel	Anthor "
17	Ruben Jose Tom	Thous.

IQAC Coordinator





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Ref No: TCE/IQAC/2016-17/IQAC/ Notification/4

Dated: 14/97/2017

## **NOTIFICATION**

Subject: Reconstitution of Internal Quality Assurance Cell

The Principal is pleased to reconstitute the Internal Quality Assurance Cell (IQAC) comprising of the following members for a period of one year for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the College.

Sl. No.	Name and Pesignation	Status in the committee
1	Dr. P Suresh Venugopal (Principal)	Cháirman
2	Shijina B,HOD,CSE	IQAC Coordinator
3	Joby Joseph, *** DD, EEE.	Member
4	Erlin Anton, COD, CH	Member
5	Benson Varghese, HOD, ME	Member
6	Teresa Sunny HOD ,CE	Member
7	Kiran K Murali, Asst. Prof ME	Member
8	Jobin John , Asst. Prof ME	Member
9	Renjini K, Asst.Prof, CSE	Member
10	Silpa Caroline, Asst Prof ,CE	Member
11	Sreelatha K R(Senior administrative staff)	Member
12	Remya P V (Senior administrative staff)	Member
13	Anisha G Kaimal (Member from local body)	Member
14	Thomas Scaria (Nominee from local society)	Member
15	Dijith J (Employer, Project manager Millennium Contracting)	Member





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	Nominee from Tr	18t
16	Mollykutty Emmanuel	Member
17	Ruben Jo : Tom	Member

Principal/Director

- Copy To: 1. Chairman
- 2. principal
- 3. Administrative Office
- 4. All the members of the Committee and Squad.
- 5. College Website

Director TOMS COLLEGE OF ENGINEERING Mattakara PO KOTTAYAM, KERALA - 686 564



Ref No: TCE/IQAC/2017-18/Circular/15

Dated: 21/08/2017

#### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on 25<sup>th</sup> August 2017 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic progress.

## Agenda:

- Class and course committee meetings reports review
- Feedback analysis(Studen 2 and stakeholders)
- DQAC reconstitution

**IQAC Coordinator** 

Copy to all IQAC members

Director
TOMS COLLEGE OF ENGINEERING
Mattaker PO
KOTTAYAN FRANCE OF S64



Ref No: TCE/IQAC/2017-18/Macaing/15

Dated: 25/08/2017

## Internal Quality Assurance Cell [IQAC]

## Minutes of the Meeting

A meeting was held on 25<sup>th</sup> August 2017 at 2.00 pm and following are the resolution made.

#### Agenda:

- Class and course committee meetings reports review
- Feedback analysis(Students and stakeholders)
- DQAC reconstitution

## Major Discussions and Decisions:

- 1. Review the class /course committee meeting reports. Decide to improve classes as per students suggestion.
- 2. Decide to collect feedback from parents. Decide to prepare a feedback form for parents and distribute at the time. TA meetings
- 3. Suggested to reconstitute DQAC with new faculties.

	Action Taken Report of IQAC meeting held on 04-07- 2017					
S#	Decisions	Responsibility	Scheduled Date	Action Taken Online campaigning for		
1	Admission Progress	IQAC members and admission council	10/07/2017	Online campaigning for admission works introduced. Instruct all faculties to admit one student in their own department under scholarship scheme.		

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(Approved by AICTE & Affiliated to MG University& KTU)

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2	Induction program for first years	Department Heads	08/08/2017	Schedule the date of orientation programs. Arrange internal and external resource persons to conduct classes
3	IQAC reconstitution	Principal and IQAC coordinator	14/07/2017	IQAC reconstituted.

## **Members Present:**

	I Designation	signature
Sl. No.	Name and Designation	3-8
1	Dr.P Suresh Venugopal (Principal)	
2	Shijina B,HOD,CSE	
3	Joby Joseph, HOD, EEE.	\
4	Erlin Antony, HOD, CH	
5	Benson Varghese, HOD, ME	
6	Ter.:sa Sunny HOD ,CE	
7	Kiran K Murali, Asst. Prof ME	
8	Jobin John, As. Prof ME	
9	Renjini K, Asst. Frof, CSE	
10	Silpa Caroline, Asst Prof,CE	
11	Sreelatha K R(Senior administrative staff)	
12	Remya P V (Senior administrative staff)	N 6:
13	Anisha G Kaimal (Member from local body)	rina
14	Thomas Scaria(Nominee from local society)	

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15	Dijith J (Employer, Project manager Millennium Contracting)	
	Nominee from T	rust
16	MollyKutty Emmanuel	
17	Ruben Jose Tom	

**IQAC** Coordinator



Ref No: TCE/IQAC/2017-18/Circular/16

Dated: 08/09/2017

#### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on 11th September 2017 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic progress and KTU academic audit.

## Agenda:

- KTU academic audit
- Exam cell reconstitution
- Regarding arrangements for workshops and add on courses.

**IQAC Coordinator** 

Copy to all IQAC members

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Ref No: TCE/IQAC/2017-18/Meeting/16

Dated: 11/09/2017

## Internal Quality Assurance Cell [IQAC]

## Minutes of the Meeting

A meeting was held on 11th September 2017 at 2.00 pm and following are the resolution made.

## Agenda:

- KTU academic audit
- Exam cell reconstitution
- Regarding arrangements for workshops and add on courses.

# Major Discussions and Decisions:

- 1. Decide to conduct department wise internal audit. Maintain internal audit report as per
- 2. Decide to reconstitute exam cell. Select supporting staff from each department and one
- 3. Decide to set up MOUs and collaboration with companies for conducting on campus workshops and add on courses.

Action	Taken Report of IQAC 2017	meeting held o	n 25-08-
S# Decisions  1 Class/course committee reports review	Responsibility  iQAC coordinator and class mentors		Action Taken  Class /course committee meetings of current semester completed. Review the meeting minutes

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2	Feedback collection and analysis.	IQAC coordinator and	01/09/2017	Schedule the date of orientation programs. Arrange internal and external resource persons to conduct classes
3	DVIII	IQAC coordinator and Department Heads	01/09/2017	DQAC reconstituted.

## Members Present:

Sl. No	Name and Designation	signature
1	Dr." Suresh Venugopal (Principal)	S
2	Shijina B,HOD,CSE	B
3	Joby Joseph, F. W., EEE.	Solo.
4	Erlin Antony, HOD, CH	E PAT
5	Benson Varghese, HOD, ME	and .
6	Teresa Sunny HOD ,CE	100
7	Kiran K Murali, Asst. Prof ME	Ois and
8	Jobin John , Asst. Prof ME	ū
9	Renjini K, Asst.Prof, CSE	Consim.
10	Silpa Caroline, Asst Prof, CE	Som.
11	Sreelatha K R(Senicr administrative staff)	And the second
12	Remya P V (Senior administrative staff)	any.
13	Anisha G Kaimal (Member from local body)	Ariha
- 1	Thomas Scaria(Nominee from local society)	- Haman

Director
Director
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Mattakara P.O.
Mattakara P.O.
MATTAYAM KERALA 686 584



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15	Dijith J (Employer, Project manager Millennium Contracting)	Sign of the second seco
	Nominee from Trust	
16	Mollykutty Emmanuel	Haller.
17	Rulen Jose Tom	Que.

**IQAC** Coordinator

Paw. Av



Ref No: TCE/IQAC/2017-18/Circular/17

Dated: 27/10/2017

#### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 31<sup>th</sup> October 2017 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic audit report and zonal level sports meet.

## Agenda:

- KTU academ'c audit report review.
- Internal/attendance submission to university.
- Zonal level KTU sports meet.

**IQAC Coordinator** 

O Comment

Copy to all IQAC members

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Dated: 31/10/2017

Ref No: TCE/IQAC/2017-18/M.eting/17

# Internal Quality Assurance Cell [IQAC]

# Minutes of the Meeting

A meeting was held on 31st October 2017 at 2.00 pm and following are the resolution made.

## Agenda:

- KTU academic audit report review.
- Internal/attendance submission to university.
- Zonal level KTU sports meet.

- Major Discussions and Decisions: 1. KTU audits eport reviewed by the principal and instruct IQAC coordinators and HODs to make corrective actions for the poor response areas.
  - 2. Instruct HODs to sub nit course wise internal and attendance report and inform parents about the students' performance. Submit the details on university portal at the time of
  - 3. Decide to encourage students for participating zonal sports meet.

3. Decide to encourage  Action	Taken Report of IQAC 2017	meeting held o	n 11-09-
	Responsibility  IQAC coordinator &  HODs	02/10/2017	Action Taken Internal audit conducted. Schedule external audit date on 06/10/2017

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1 2	Exam Cell	D.:	W W	w.toms.ac.in
2	reconstitution	Principal,IQAC coordinator and Exam coordinator	12/10/2017	DQAC reconstituted.
		*		
3	On campus Add on course/workshops	IQAC coordinator& HODs	12/10/2017	Collect proposal for MOUs from authorized organizations.
		*		

#### **Members Present:**

Sl. No.	Name and Designation	signature
1	Dr.P Suresh Venugopal (Principal)	
2	Shijina B,HOD,CSE	
3	Joby Joseph, HOD, EEE.	18 m
4	Erlin Anteny, HOD, CH	2305
5	Benson Varghese, HOD, ME	The state of the s
6	Teresa Sunny HOD ,CE	Jan W
7	Kiran K Murali, Asst. Prof ME	Curan
8	Jobin John, Asst Prof ME	
9	Renjini K, Assi Prof, CSE	I senting
10	Silpa Caroline, Asst Prof, CE	Solar.
11	Sreelatha K R(Senior administrative staff)	- Taraba
12	Remya P V (Senior administrative staff)	Lamp -
13	Anisha G Kaimal (Member from local body)	Arishe
14	Thomas Scaria(Nominee from local society)	Dagen .

Director

Director

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15	Dijith J (Employer, Project manager Millennium Contracting)	A.
	Nominee from Trust	
16	Mollykutty Emmanuel	Walle .
17	Ruben Jose Tom	Dates.

IQAC Coordinator

Director
TOMS COLLEGE OF ENGINEERING
Mattakara PO
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Mattakara PO



Ref No: TCE/IQAC/2017-18/Circular/18

Dated: 22/11/2017

#### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 24<sup>th</sup> October 2017 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic audit report and zonal level sports meet.

#### Agenda:

- Internals/Attendance submission KTU.
- KTU Exam arrangements.
- KTU audit.

**IQAC** Coordinator

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Ref No: TCE/IQAC/2017-18/Meeting/18

Dated: 24/11/2017

## Internal Quality Assurance Cell [IQAC]

## Minutes of the Meeting

A meeting was held on 24<sup>th</sup> Nevember 2017 at 2.00 pm and following are the resolution made.

#### Agenda:

- Internals/Attendance submission KTU.
- KTU Exam arrangements.
- KTU audit.

#### Major Discussions and Decisions:

- 1. Instruct HODs to submit course wise internal and attendance report and inform parents about the students' performance. Submit the details on university portal at the time of submission without fail.
- 2. Decide to conduct a meeting with exam cell members regarding university examination arrangements and Observer duty allocation for the faculties to other college as per KTU order.
- 3. Date of KTU external audit Scheduled

	Action Taken Report of IQAC meeting held on 31-10- 2017				
S#		Responsibility	Scheduled Date	Action Taken	
	KTU academic audit report review.	Principal, IQAC coordinator & HODs	14/12/2017	Review the audit report or external audit conducted on	
				06/10/2017	





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2	Internal/attendance submission to university	Printpal, HODs and Example Coordinator	2/11/2017	Internals and attendance published.
		Sports coordinators & HODs	17/11/2017	Team selection for sports items completed.

#### **Members Present:**

Sl. No	. Name and Designation	signature		
1	Dr 'Suresh Venugopal (Principal)	Control .		
2	Shijina B,HOD,CSE	,		
3	Joby Joseph, HOREEE.	Selly.		
4	Erlin Antony, HOD, CH	Lang.		
5	Benson Varghese, HOD, ME	Comment of the second		
6	Teresa Sunny HOD ,CE	and the same of th		
7	Kiran K Murali, Asst. Prof ME	Vina		
8	Jobin John , Asst. Frof ME	(Ja)		
9	Renjini K, Asst.Prof, CSE	Region.		
Nominee from Trust				
10	Mollykutty Emmanus!	Walley .		
11 I	Ruben Jose Tom	Zanow.		

IQAC Coordinator

A-

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Mattakara P.O.



Ref No: TCE/IQAC/2017-18/Circuler/19

Dated: 02/01/2018

#### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 5th January 2018 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic curricular and co-curricular activities.

#### Agenda:

- · Even semester classes and subject allocation
- · Co-curricular and extracurricular activities date scheduling.
- IQAC reconstitution.

**IQAC** Coordinator

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-Paul. AJ

Director
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Ref No: TCE/IQAC/2017-18/Meeting/19

Dated: 05/01/2018

## Internal Quality Assurance Cell [IQAC]

#### Minutes of the Meeting

A meeting was held on  $5^{th}$  January 2018 at 2.00 pm and following are the resolution made.

#### Agenda:

- Even semester classes and subject allocation
- Co-curricular and extracurricular activities date scheduling.
- IQAC reconstitution.

## Major Discussions and Decisions:

- 1. Inform DQAC to submit reports of subject list and faculty allocation for current semester.
- 2. Decide to conduct meeting with academic council members for scheduling dates for sports, arts and tech fest.
- 3. Decide to reconstitute IQAC with new members.

	Action Taken Report of IQAC meeting held on 24-11- 2017				
S#	S# Decisions Responsibility Scheduled Action Taken				
1	KTU audit.	Principal, ¿QAC coordinator & HODs	26/12/2017	KTU audit completed on 9/12/2017.Review the	
2	Internal/attendance submission to university.	Principal, HODs and Exercic coordinator	2/11/2017	Internals and attendance submitted by faculties on KTU portal. Principal and HODs	





3	KTU Exam arrangements	Exam cell members & GODs	5/12/2017	Examination hall arrangements, invigilators and observers list finalized.
		,		

#### **Members Present:**

SI. A	Name and Designation	signature
1	Dr.P Suresh Venugopal (Principal)	
2	Shijina B,HOD,CSE	
3	Joby Joseph, HOD, EEE.	
4	Erlin Antony, HOD, CH	
5	Benson Varghese, HOD, ME	
6	Tcresa Sunny HOD ,CE	
7	Kiran K Murali, Asst. Prof ME	
8	Jobin John, Asst. Prof ME	
9	Renjini K, Asst.Prof, CSE	
	Nominee from Trust	
10	Mollykutty Emmanuel	
11	Ruben Jose Tom	

**IQAC** Coordinator

Director
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Ref No: TCE/IQAC/201-17/IQAC/ Notification/5

Dated: 5/02/2018

#### **NOTIFICATION**

Subject: Reconstitution of Internal Quality Assurance Cell

The Principa is pleased to reconstitute the Internal Quality Assurance Cell (IQAC) comprising of the following members for a period of one year for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the College.

No.	l. Name and Designation	Status in the committee
1	Dr. A J Paul (Principal)	Chairman
2	Shijina B,HOD,CSE	IQAC Coordinator
3	Joby Joseph, HOD,EEE.	Member
4	Erlin Antony, HOD, CH	Member
5	Benson Varghese, HOD, ME	Member
6	Teresa Sunny HOD, CE	Member
<del></del>	Kiran K Murali, Asst. Prof ME	Member
8	Jobin John , Asst. Prof ME	Member
9	Renjini K, Asst.Prof, CSE	Member
10	Silpa Carolin-, Asst Prof,CE	Member
11	Sreelatha K. Senior administrative staff)	Member
12	Remya P V (Senior administrative staff)	Member
13	Anisha G Kaimal (Member from local body)	Member
	Thomas Scaria (Nominee from local society)	Member

Director
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15 Dijith J (Employer, Project manager Millennium Contracting)		Member	
lander gar an en de propietation de de la mêter e	Nominee from Trust	A stace is trainered to a store in the energy of the state in the control of the county of the training	
16	Mollykutty Emmanuel	Member	
17	Ruben Jose Tom	Member	

Copy To:

Chairman

principal

3. Administrative Office
4. All the members of the Committee and Squad.

5. College Website

Director TOMS COLLEGE OF ENGINEERING Mattakara P.O KOTTAYAM, KERALA - 686 564



Ref No: TCE/IQAC/2017-18/Circular/20

Dated: 19/02/2018

#### CIRCULAR

This is to inform to all IQAC me abers that a meeting will be held on 21st February 2018 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic curricular and co-curricular activities.

#### Agenda:

- KTU audit
- Infrastructure maintenance.
- IQAC reconstitution.

**IQAC** Coordinator

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Copy to all IQAC members

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Ref No: TCE/IQAC/2017-18/Meeting/20

Dated: 21/02/2018

## Internal Quality Assurance Cell [IQAC]

### Minutes of the Meeting

A meeting was held on 21st February 2018 at 2.00 pm and following are the resolution made.

#### Agenda:

- KTU audit
- Infrastructure maintenanc
- IQAC reconstitution.

# Major Discussions and Decisions:

- 1. Decide to conduct internal audit before KTU audit and instruct HODs to submit internal audit report.
- 2. Inform governing body members for the expansion and maintenances of lab facility, allocate additional during the next financial year.
- 3. IQAC reconstituted.

	Action Taken Report of IQAC meeting held on 05-02- 2018					
S# Decisions Responsibility Scheduled Action Taken						
	Even semester classes and subject allocation	Principal and HODs	6/02/2018	Subject allocation and course mapping to KTU portal completed.		
		, , , , , , , , , , , , , , , , , , ,				
e	Co-curricular and xtracurricular activities ate scheduling	IQAC coordinator	06/02/2018	Update the college academic calendar with revised		
	-			schedule for sports and arts		

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	3	IQAC reconstitution.	Principal & IQAC coordinator.	5/02/2017	IQAC reconstituted.	0000
		·				
						-

#### **Members Present:**

SI.	No. Name and Designation	signature
1	Dr.A J Paul(Principal)	
2	Shijina B,HOD,CSE	Se
3	Joby Joseph, HOD, E3F.	
4	Erlin Antony, HOD, CH	
5	Berson Varghese, HOD, ME	,
6	Teresa Sunny HOD ,CE	
7	Kiran K Murali Asst. Prof ME	
8	Jobin John , Asa. Prof ME	
9	Renjini K, Asst.Prof, CSE	
	Nominee from Trust	
10	Mollykutty Emmanuel	
11	Ruben Jose Tom	

**IQAC** Coordinator

R.

Director Director TOMS COLLEGE OF ELLOW Mattakara P.O. Mattakara P.O. Mattakara P.O. Mattakara P.O.



Ref No: TCE/IQAC/2017-18/Circular/21

Dated: 26/03/2018

#### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 28th February 2018 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic audit report curricular and DQAC activities.

### Agenda:

- KTU audit report review.
- DQAC records verification.

**IQAC Coordinator** 

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Ref No: TCE/IQAC/2017-18/Meeting/21

Dated: 28/03/2018

# Internal Quality Assurance Cell [IQAC]

## Minutes of the Meeting

A meeting was held on 28<sup>th</sup> March 2018 at 2.00 pm and following are the resolution made.

#### Agenda:

- KTU audit report review
- DQAC report verification.

# Major Discussions and Decisions:

- 1. Review the report of KT! internal audit conducted on 9/03/2018
- Conduct meeting with DQAC members and all department related documents are verified by IQAC coordinator.

Act	Action Taken Report of IQAC meeting held on 21-02- 2018					
C# Decisions	Responsibility	Scheduled	Action Taken			
S# Decisions  1 KTU audit	Principal, IQAC coordinator and HODs	2/03/2018	Review the internal audit report make necessary change before external audit.			
2 Infrastructure maintenance	Governing body members and principal	06/03/2018	List out the lab requirement and maintenance details to the governing body.			





Ref No: TCE/IQAC/2017-18/Meeting/21

Dated: 28/03/2018

#### Internal Quality Assurance Cell [IQAC]

#### Minutes of the Meeting

A meeting was held on 28th March 2018 at 2.00 pm and following are the resolution made.

#### Agenda:

- KTU audit report review
- DQAC report verification.

# Major Discussions and Decisions:

- 1. Review the report of KT! \*\* ternal audit conducted on 9/03/2018
- 2. Conduct meeting with DQAC members and all department related documents are verified by IQAC coordinator.

Action Taken Report of IQAC meeting held on 21-02- 2018					
S# Decisions	Responsibility	Scheduled Date	Action Taken		
1 KTU audit	Principal, IQAC coordinator and HODs	2/03/2018	Review the internal audit report make necessary change before external audit.		
2 Infrastructure maintenance	Governing body members and principal	06/03/2018	List out the lab requirement and maintenance details to the governing body.		

TOMS COLLEGE OF ENGINEERING Mattakara P.O. WOTTAVAM, KERALA - 686 564



#### Members Present:

St. N	No. Name and Designation	signature
1	Dr.A J Paul(Pri-Lipal)	
2	Shijina B,HOD,CSE	
3	Joby Joseph, HOD, EEE.	
4	Erlin Antony, HOD, CH	
5	Benson Varghese, HOD, ME	
6	Teresa Sunny HOD ,CE	
7	Kiran K Murali, Asst. Prof ME	
8	Jobin John , Asst. Prof ME	
9	Renjini K, Asst.Prof, CSE	
	Nominee from Trust	
10	Mc lykutty Emmanuel	
11	Ruben Jose Tom	

**IQAC** Coordinator

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Ref No: TCE/IQAC/2017-18/Circular/22

Dated: 18/04/2018

### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on 20<sup>th</sup> April 2018 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic audit, arts fest and FDP programs.

#### Agenda:

- · Organizing FDP
- · University level arts fest
- KTU examination and revision classes for supplementary papers.

**IQAC** Coordinator

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Ref No: TCE/IQAC/2017-18/Meefing/22

Dated: 20/04/2018

# Internal Quality Assurance Cell [IQAC]

## Minutes of the Meeting

A meeting was held on 20th April 2018 at 2.00 pm and following are the resolution made.

#### Agenda:

- Organizing FDP
- University level arts fest
- KTU examination and revision classes for supplementary papers.

## Major Discussions and Decisions:

- 1. Decide to conduct on campus FDP and instruct faculties to attend FDP under KTU.
- Inform all HODs about the university level arts fest and list out the students who are participating the fest.
- 3. Decide to arrange revision classes for weak students.

Action Taken Report of IQAC meeting held on 28-03- 2018				
# Decisions	Responsibility	Scheduled Date	Action Taken	
KTU audit report revi	ew Principal, IQAC coordinator and HODs	12/03/2018	Review the external audit report make necessary changes as per report	
DQAC report verification	Principal and IQAC coordinator	, ,	Monitor all the activities under IQAC.	

Director

Director

TOMS COLLEGE OF ENGINEERING

Mattakara P.O.

MATTAKARA P.O



#### **Members Present:**

Sl.	No.	Name and Designation	signature
1	D	r.A J Paur (Principal)	signuture
2	Sh	nijina B,HOD CE	Story
3	Job	by Joseph, HOD,EEE.	
4	Erli	in Antony, HOD, CH	
5	Ben	son Varghese, HOD, ME	
6	Tere	sa Sunny HOD ,CE	
7	Kirai	n K Murali, Asst. Prof ME	
8	Jobin	John , Asst. Prof ME	
9	Renjii	ni K, Asst.Prof, CSE	
		Nominee from Trust	
10	10 Mollykutty Emmanuel		
11	1 Ruben Jose Tom		

**IQAC** Coordinator

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
Mattakara P.O.
Mattakara P.O.



## Members Present:

SL A	o. Name and Designation	signature
1	Dr.A J Paur (Principal)	
2	Shijima B,HOD CE	6
3	Joby Joseph, HOD,EEE.	*
4	Erlin Antony, HOD, CH	
5	Benson Varghese, HOD, ME	
6	Teresa Sunny HOD ,CE	
7	Kiran K Murali, Asst. Prof ME	
8	Jobin John , Asst. Prof ME	
9	Renjini K, Asst.Prof, CSE	
	Nominee from Trust	
10	Mollykutty Emmanuel	
11	gaben Jose Tom	

**IQAC** Coordinator

Paw. Ai

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
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Mattakara P.O.



Ref No: TCE/IQAC/2018-19/Circular/23

Dated: 04/07/2018

#### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 6<sup>th</sup> July 2018 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic activities.

## Agenda:

- Project p<sup>1</sup>-inning (Final year students)
- Constitution of Department association.
- Student Orientation Program

**IQAC** Coordinator

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Ref No: TCE/IQAC/2018-19/Circular/23

Dated: 04/07/2018

#### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 6<sup>th</sup> July 2018 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic activities.

### Agenda:

- Project p¹ unning (Final year students)
- Constitution of Department association.
- Student Orientation Program

**IQAC** Coordinator

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Ref No: TCE/IQAC/2017-18/Meeting/23

Dated: 06/07/2018

# Internal Quality Assurance Cell [IQAC]

# Minutes of the Meeting

A meeting was held on 6<sup>th</sup> July 2018 at 2.00 pm and following are the resolution made.

#### Agenda:

- Project planning (Final year students)
- Constitution of Department association.
- Student Orientation Program

### Major Discussions and Decisions:

- 1. Instruct HODs to plan about the internal and external project evaluation as per university
- 2. Decide to constitute association for each department, select committee members from faculties, students and stakeholders.
- 3. Arrange resource persons to conduct induction

	Action Taken Report of IQAC meeting held on 20-04- 2018					
S#	Decisions	Responsibility	Scheduled Date	Action Taken		
1	Organizing FDP	Principal, IQAC coordinator and HODs	2/05/2018	FDP completed within the stipulated period		
			to	supulated period		
			14/06/2018			
		ie .				
2 [	University level arts fest	Principa., IQAC coordinator and HODs	16/05/2018	Arrange faculties for		
				coordinating students and		
				ensure maximum		
				participation.		

TOMS COLLEGE OF ENGINEERING
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			toms, ac.in
KTU examination and	All department HODs	WWW	v.toms.ac.in
revision classes for	, and HODS	77/04/05	A 11 .
supplementary papers.			mentors set out the
		1	time table for revision classes
	(a)	a	as per the direction of HODs
			4

### Members Present:

SI.	No. Nama and Designation	
1		signature
2	Shijina B,HOD,CSE	
3	Joby Joseph, HOD, EEE.	
4	Erlin Antony, HOD, CH	
5	Benson Varghese, HOD, ME	
6	Teresa Sunny HOD, CE	
7	Kiran K Murali, Asst. Prof ME	
8	Jobin John , Asst. Prof. ME	
9	Renjini K, Asst.Prof, CSE	
	Nominee from Trust	
10	Mollykutty Emmanuel	
1	Ruben Jose Ton:	

**IQAC** Coordinator

A-

Paul Aj

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAVAM, KERALA - 686 564



Ref No: TCE/IQAC/2018-19/Circular/24

Dated: 17/08/2018

### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 17th August 2018 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic activities.

## Agenda:

- · Feedback analysis
- Diploma courses under DTE

**IQAC** Coordinator

Copy to all IQAC members

Paw. Aj

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564



Ref No: TCE/IQAC/2017-18/Meeting/24

Dated: 17/08/2018

# Internal Quality Assurance Cell [IQAC]

# Minutes of the Meeting

A meeting was held on  $17^{\text{th}}$  August 2018 at 2.00 pm and following are the resolution made.

#### Agenda:

- Feedback analysis
- Diploma courses under DTE

## Major Discussions and Decisions:

- 1. Decide to design a new format for collecting feedback from students and stake holders for analyzing and improving academic and administrative activities.
- As per AICTE regulation the possibilities of sharing Engineering college facility for diploma courses are studied. Decide to start diploma courses.

Action Taken Report of IQAC meeting held on 06-07- 2018					
Decisions	iesponsibility	Scheduled Date	Action Taken		
roject planning (Final	Project coordinator and HODs	2/08/2018	Project topic selection, Mor focus on R&D projects. Initiate students to publish project papers		
nstitution of partment association	Principal, IQAC coordinator and HODs	08/08/2018	Department association Constituted.		
	Decisions roject planning (Final ear students)	Decisions  Troject planning (Final Project coordinator and HODs  Institution of Principal, IOAC	Decisions  Troject planning (Final project coordinator and HODs  Total HODs  Total Project coordinator and HODs  The project planning (Final Project coordinator and HODs		

Director
TOMS COLLEGE OF ENGINEERING
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Studen	nt Orientation	All department HODs	w.toms.ac.in	
Progra		m department HODs		Details of resource persons
				and scheduled date list are
				submitted.

#### **Members Present:**

Sl. N	o. Name and Designation	signature
1	Dr.A J Paul(Principal)	
2	Shijina B,HOD,CSE	<b>8</b> .
3	Joby Joseph, HOD,EEE.	
4	Erlin Antony, HOD, CH	
5	Benson Varghese, HOD, ME	
6	Teresa Sunny HOD ,CE	
7	Kiran K Murali, Asst. Prof ME	
8	Jobin John, Asst. Prof ME	
9	Renjini K, Asst.Prof, CSE	
	Nominee from Trust	
10	Raisen Jose Tom	

IQAC Coordinator



Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
Mattakara P.O.
KOTTAYAM, KERALA - 686 564



Ref No: TCE/IQAC/2018-19/Circular/25

Dated: 03/10/2018

#### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on 5th October 2018 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic activities.

## Agenda:

- KTU audit
- Exam cell reconstitution.
- Diploma courses under DTE

200

**IQAC** Coordinator

By

Copy to all IQAC members

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Mattakara PO.
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Mattakaru P.O, Rottayam - 686 S64 Ph:0481-2547400, 9400747400 E-mail. info@toms.ac.in

Ref No: TCE/IQAC/2017-18/Meeting/25

Dated: 05/10/2018

# Internal Quality Assurance Cell [IQAC]

# Minutes of the Meeting

A meeting was held on  $5^{\text{th}}$  October 2018 at 2.00 pm and following are the resolution made.

## Agenda:

- KTU audit
- · Exam cell reconstitution.
- Diploma courses under DTE

## Major Discussions and Decisions:

- 1. Decide to conduct internal audit before University audit.
- 2. Decide to reconstitute exam cell with new members.
- 3. Decide to select streams for diffoma courses.

	Action Taken Report of IQAC meeting held on 06-07- 2018				
S#		Responsibility	Scheduled Date	Action Taken	
1	Feedback analysis	IQAC coordinator	2/10/2018	New feedback system (offline and online mode) introduced.	
- 1	Diploma courses under OTE	Governing body, Principal and IQAC coordinator	02/10/2018	As per trust meeting decisions, made necessary changes needed to start classes for diploma.	

Paw. Ai

Director
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MATTAYAM, KERALA - 686 564



Members Present:

20

Mattakara P.O, Kottayam - 686 564 Ph:0481-2547400, 9400747400 E-mail. <u>info@toms.ac.in</u> www.toms.ac.in

SI. A	Name and Designation	signature
1	Dr.A J Paul(Principal)	signuture
2	Shijina B,HOD,CSE	
3	Joby Joseph, HOD, EEE.	
4	Erlin Antony, HOD, CH	
5	Benson Varghese, HOD, ME	
6	Te: esa Sunny HOD, CE	6
7	Kiran K Murali, Asst. Prof ME	
8.	Jobin John , Asst. Prof ME	
9	Renjini K, Asst Prof, CSE	,
	Nominee from Trust	
10	Ruben Jose Tom	

**IQAC** Coordinator

Director

Director

TOMS COLLEGE OF ENGINEERING

Mattakara P.O.

MATTAYAM, KERALA-686 564



Ref No: TCE/IQAC/2018-19/Circular/26

Dated: 01/12/2018

## **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 3<sup>rd</sup> December 2018 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic activities.

## Agenda:

- KTU audit review
- College ERP system.
- IQAC reconstitution
- Diploma course under DTE

**IQAC** Coordinator

B

Copy to all IQAC members

Director
TOMS COLLEGE OF ENGINEERING
Matlakara P.O.
KOTTAYAM, KERALA - 686 564



Ref No: TCE/IQAC/2017-18/Meeting/26

Dated: 03/12/2018

# Internal Quality Assurance Cell [IQAC]

# Minutes of the Meeting

A meeting was held on  $3^{rd}$  December 2018 at 2.00 pm and following are the resolution made.

## Agenda:

- KTU audit review
- · College ERP system.
- IQAC reconstitution
- Diploma course under DTE

# Major Discussions and Decisions:

- 1. Review the external audit report from KTU.I Instruct HODs to conduct DQAC meetings twice per semester to manage audit documents properly.
- 2. Introduce college management software for improving data managements of both academic and administrative activities.
- 3. Decide to reconstitute IQAC with new members
- 4. Decide to start initially three streams for diploma

	Action Taken Report of IQAC meeting held on 05-10- 2018						
S#	Decisions	Responsibility	Scheduled Date	Action Taken			
1 KTU a	nudit ·	Principal, IQAC	24/10/2018	Internal audit completed. External audit date scheduled on 28/11/2018			

Director
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(APP		Wru	Tro t
2 Exam cell reconstitution	on. Principal, IQAC coordinator	30/10/2018	Exam cell reconstituted with new members.
3 Diploma courses under DTE	Governing body, Principal and IQAC coordinator		As per trust meeting decision three Diploma courses are decide to start(Civil, Chemical and Mechanical)

# Members Present:

Sl. No.	Name*d Designation	signature
1	Dr.A J Paul(Principal)	
2	Shijina B,HOD,CSE	
3	Joby Joseph, HOD, EEE.	1
4	Erlin Antony, HOD, CH	
5	Benson Varghese, HOD, ME	
6	Teresa Sunny HOD ,CE	
7	Kiran K Murali, Asst. Prof ME	
8	Jobin John, Asst. P of ME	,
9	Renjini K, Asst.Prof, CSE	
	Nominee from Trust	
10	Ruten Jose Tom	

**IQAC** Coordinator

Director

Director

TOMS COLLEGE OF ENGINEERING

Mattakara P.O.

Mattakara P.O.

KOTTON P.O. A. 686 564



Ref No: TCE/IQAC/2018-19/IQAC/ Notification/6

Dated: 14/01/2019

# **NOTIFICATION**

# Subject: Recognitution of Internal Quality Assurance Cell

The Principal is pleased to reconstitute the Internal Quality Assurance Cell (IQAC) comprising of the following members for a period of one year for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the College.

No.	Sl. Name and Designation	Status in the committee
1	Dr. A J Paul (Principal)	Chairman
2	Joby Joseph, Asst. Prof EEE (Princ Diploma)	cipal Member
3	Shijina B,HOD,CSE	IQAC Coordinator
4	rlin Antony, HOD, CH	Member
5	Kiran K Murali, HOD, ME	Member
6	Silpa Carolic POD, CE	Member
7	Nimisha Annie Abraham	Member
8	Vineeth K Asst. Prof ME	Member
9	Jobin John , Asst. Prof ME	Member
10	Renjini K, Asst.Prof, CSE	Member
11	Mitta Ann Zacharia, Asst Prof, CE	Member
2	Sreelatha K R(Senior administrative staff)	Member
3	Remya P V (Senior administrative staff	f) Member
t b	Anisha G Kaimal (Member from local ody)	Member

Director
TOMS COLLEGE OF ENGINEERING
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Thomas Scaria (Nominee from local	www.toms.ac.in
society)	Member
Dijith J (Employer, Project manager Millennium Contracting)	Member
Nominee from Trust	
	Member
Ruben Jose Tom	Member
	Dijith J (Employer, Project menager

#### Principal/Director

- Copy To: | Chairman

- 2. principal
  3. Administrative Office
  4. All the members of the Committee and Sq \*2d.
  5. College Website

Director
TOMS COLLEGE OF ENGINEERING
Manakara P.O.
Manakar



Ref No: TCE/IQAC/2018-19/Circular/27

Dated: 01/02/2019

#### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 5th February 2018 at 2.00 This is to into a soom and all committee members should attend the meeting to discuss about the pm in principal's room and all committee members should attend the meeting to discuss about the training activities. Academic activities.

# Agenda:

- KTU Tech fest
- Training for teaching and non-teaching staffs
- IQAC reconstitution

**IQAC** Coordinator

Copy to all IQAC members

Director TOMS COLLEGE OF ENGINEERING Mattakara P.O. KOTTAYAM, KERALA - 686 564

Par. Ai



Ref No: TCE/IQAC/2017-18/Meeting/27

Dated: 05/02/2019

# Internal Quality Assurance Cell [IQAC]

# Minutes of the Meeting

A meeting was held on 5th February 2019 at 2.00 pm and following are the resolution

made.

# Agenda:

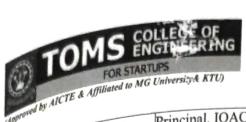
- KTU Tech fest
- Training for teaching and non-teaching staffs
- IQAC reconstitution

- Major Discussions and Decisions: 1. Instruct HODs to inform faculties and students their department to participate KTU tech
  - fest.

    2. Decide to arrange FDP for teaching faculties and software training for both teaching and fest.
  - non-reaching start to Lindon and the latest and an awareness class for new members about 3. IQAC reconstituted. IQAC coordinator give an awareness class for new members about

3. IQAC reconstitutes their role in IQAC.	n Taken Report of IQAC meeting held on 03-12- 2018				
S# Decisions  1 KTU audit review	Principal, IQAC coordinator and HODs	10/12/2018	Action Taken  Review the audit report based on the KTU external audit conducted on 28/11/2018.		

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iby AICIE			w.toms.ac.m
Approved by AICTE as 3	Principal, IQAC coordinator	14/01/2019	IQAC reconstituted.
Diploma course under DTE	Governing body, Principa! and IQAC coordinator	19/12/2018	Governing body nominate Asst. Prof Joby Joseph (EEE)as principal of Polytechnic College.
4 College ERP system	IQAC coordinator and System Administrator	3/02/	College Management software installed. Batch wise training program started.

# Members Present:

Mem	bers Present.	Cina atuva
Sl.	Jana and Designation	Signature
No.	Dr. A J Paul (Principal)	
1	Joby Joseph, Asst. Prof EEE (Principal	
	Joby Joseph, 1100	0
2	Diploma)	
3	Shijina B,HOD,CSF	
	Erlin Antony, HOD, CH	
4	Erlin Antony, 12 HOD ME	
	Kiran K Murali, HOD, ME	
5	Silpa Carolin , HOD ,CE	
6	Nimisha Annie-Abraham	
7	Vineeth K Asst. Prof ME	
8	Jobin John , Asst. Prof ME	
9	Jobin John , Asst. 72	
10	Renjini K, Asst.Prof, CSE  Mitta Ann Zacharia, Asst Prof, CE	
11	Mitta Ann Zacharia, 122	





Mattakara P.O, Kottayam ~ 686 564 Ph:0481-2547400, 9490747400 E-mail. info@toms.ac.in

www.toms.ac.in

ipi -		The state of the s
12	S-eelatha K R(Senior administrative staff)	
13	Remya P V (Senior administrative staff)	
14	Anisha G Kaimal (Member from local body)	Artha
	Thomas Scaria (Nominee from local	
15	society)	
16	Dijith J (Employer, Project manager Millennium Contracting)	
17	Mollykutty Emmanuel	
18	Ruben Jose Tom	

**IQAC** Coordinator

Director

Director

TOMS COLLEGE OF ENGINEERING

Mattakara P.O

Mattakara P.O

KOTTAYAM, KERALA - 686 564



Ref No: TCE/IQAC/2018-19/Circular/28

Dated: 09/04/2019

#### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 11th April 2019 at 2.00 pm. This is to inform and all committee members should attend the meeting to discuss a committee members. This is to inform to an and all committee members should attend the meeting to discuss about the in principal's room and all committee members should attend the meeting to discuss about the lamic activities. Academic activities.

Agenda:

- Ploy technic staff appointment and Infrastructure enhancement.
- Constitution of cells under IQAC

**IQAC** Coordinator

Copy to all IQAC members



Ref No: TCE/IQAC/2017-18/Meeting/28

Dated: 11/04/2019

# Internal Quality Assurance Cell [IQAC]

## Minutes of the Meeting

A meeting was held on 11th April 2019 at 2.00 pm and following are the resolution made.

# Agenda:

- Constitution of cells under IQAC
- Constitution of the Ploy technic staff appointment and Infrastructure enhancement

Major Discussions and Decisions: Inform all cel coordinators to submit the constitution details of current academic year.

1. Inform all cel coordinators to governing body regarding the appointment of a coordinators.

- 1. Inform all cere coordinates the constitution details of current academic year.

  2. Decide to give report to governing body regarding the appointment of new staff and contenance of infrastructure. Submit the expense related with maintaintenance of infrastructure. Decide to give repeated. Submit the expense related with maintenance to governing maintenance of infrastructure. Submit the expense related with maintenance to governing body.

Ac	tion Taken Report of IQ 20	AC meeting held 19	on 05-02-
	Responsibility	Scheduled Date	Action Taken
S# Decisions  I KTU Tech fest	Principal and HODs	10/01/2019	Students list for participating tech fest are finalized
	,		
2 IQAC reconstitution	Principal, IQAC coordinator	14/01/2019	IQAC reconstituted. Responsibilities divided among the cell members. Academic and administrative
	: · · · · · · ·	é	activities were planned.





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Mattakara P.O, Kottayan - 686 564 Ph:0481-2547400, 9409747400 E-mail. istic@tom.

Training for teaching and non-teaching staffs  Members Present:	O1/2019 College management software training for account section started. Give authority to senior accountant to assign each module of accounting software to corresponding faculties.
MEmbers	Lacuities,

#### SL Name and Designation No. Signature Dr. A J Paul (Principal) 1 Joby Joseph, Asst Prof EEE (Principal 2 Diploma) Shijina B,HOD,CSE 3 Filin Antony, HOD, CH 4 Kiran K Murali, HOD, ME 5 Silpa Carolin . HOD ,CE Nimisha Annie Abraham Vineeth K Asst. Prof ME Jobin John, Asst. Prof ME 9 Renjini K, Asst.Prof, CSE 10 Mitta Ann Zacharia, Asst Prof, CE 11 Sreelatha K R(Senior administrative 12 staff) 13 Remya P V (Senior administrative staff) Anisha G Kaimal (Member from local 14 body)

Paul Ai

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 584



military.		
Marketen	Thomas Scaria (Nominee from local	
	society)	
15		
16	Dijith J (Employer, Project manager Millennium Contracting)	
17	Mollykutty Emmanuel	
18	Ruben Jose Tom	
18		

**IQAC** Coordinator

Director
TOMS COLLEGE OF ENGINEERING
MAIISTRIP PO.
MOTTAYAM, KERALA-686 564



Ref No: TCE/IQAC/2018-19/Circular/29

## CIRCULAR

Dated: 08/06/2019

This is to inform to all IQAC members that a meeting will be held on 11th June 2019 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic activities.

Agenda:

- Admission Progress.
- Orientation class arrangements.
- FDP

IQAC Coordinator

B

Copy to all IQAC members

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
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Ref No: TCE/IQAC/2017-18/Meeting/29

Dated: 11/06/2019

# Internal Quality Assurance Cell [IQAC]

#### Minutes of the Meeting

A meeting was held on 11th June 2019 at 2.00 pm and following are the resolution made.

#### Agenda:

- Admission Progress.
- Orientation class arrangements.
- FDP

## Major Discussions and Decisions:

- For new admission suggest a scholarship scheme for applicant having good percentage in their plus two examination. Inform admission cell members for submitting reports of admission work progress and regarding the incentives for admission activities. 2 Decide to conduct orientation program and personality development classes.
- 3. Decide to conduct FDP in new software technologies.
  - Action Taken Report of IQAC meeting held on 11-04-2019

2019				
Decisions	Responsibility	Scheduled Date	Action Taken	
Constitution of cells under IQAC	Principal and IQAC	16/04/2019	All the cells under IQAC reconstituted	
	- AT			

Par. Ai

TOMS COLLEGE OF ENGINEERING Director Mattakara P.O. KOTTAYAM, KERALA - 686 564



Mattakara P.O, Kottayam - 686 564 Ph:0481-2547400, 9400747400

Approved		E-mail 1 - 2547400, 94000
appointment and Infrastructure enhancement	Governing body and Principal	E-mail. info@toms.ac.in  Www.toms.ac.in  Vacancy details of teaching and non-teaching staff for various departments submitted. Advertisement for faculty appointment published on college website.
Members Present		
	and the second	

N	Sl.	Name and Designation	S:
1		Pr. A J Paul (Principal)	Signature
2		Joby Joseph, Asst. Prof EEE (Principal Diploma)	
3		Shijina B,HÓD,CSE	
4	1	Erlin Antony, HOD, CH	
5	1	Kiran K Murali, HOD, ME	-
6		Silpa Carolin, HOD, CE	
7	N	Nimisha Annie Abraham	
8	V	rineeth K Asst. Prof ME	
9	Jo	bin John , Asst. Prof ME	
10	- 1	enjini K, Asst.Prof, CSE	
11	M	itta Ann Zacharia, Asst Prof,CE	
12	sta		
3	Ker	nya P V (Senior administrative staff)	
1	Ani: body	sha G Laimal (Member from local	1.20
	Thor socie	mas Scaria (Nominee from local ty)	Hrain

Director TOMS COLLEGE OF ENGINEERING Mattakara P.O. KOTTAYAM KERALA - 686 564



Mattakara P.O, Kottayam – 686 564 Ph:0481-2547400, 9400747400 E-mail. <u>info@toms.ac.in</u> www.toms.ac.in

CTE & All	
Dijith J (Employer, Project manager	
, ,,	
Mollykutty For anuel Ruben Jose Tom	
18 Ruben Jose	

IQAC Coordinator

B-

Director
OMS COLLEGE OF ENGINEERING
Madawara P O
KOTTAYAM, KERALA - 686 564



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Ref No: TCE/IQAC/2018-19/Circular/30

Dated: 13/07/2019

#### CIRCULAR

to all IQAC members that a meeting will be held on 15th July 2019 at 2.00 pm in and all committee members should attend the meeting to discuss about a meeting to discuss a meeting to dis This is to inform to all 1QAC members should attend the meeting to discuss about the principal's room and all committee members should attend the meeting to discuss about the principal's room and all committee members should attend the meeting to discuss about the Academic activities.

Agenda:

- . DQAC report review.
- B.Tech and Diploma class arrangements.

**IQAC** Coordinator

ny to all IQAC members

TOMS COLLEGE OF ENGINEERING

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Ref No: TCE/IQAC/2017-18/Meeting/30

Dated: 15/07/2019

#### Internal Quality Assurance Cell [IQAC]

#### Minutes of the Meeting

A meeting was held on 15th July 2019 at 2.00 pm and following are the resolution made.

Agenda:

• DQAC report review.

B.Tech and Diploma class arrangements.

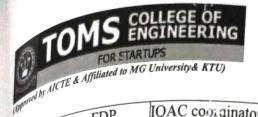
# Major Discussions and Decisions:

Review the SQAC reports of all departments. Instruct DQAC coordinator to report monthly all the department wise updates and activities.

monthly all the series and laboratories for the smooth functioning of last and diploma classes. Decide to modify lab slot by considering of B. Tech and diploma classes. Decide to modify lab slot by considering diploma class time

	Action Taken Report of IQAC meeting held on 11-06- 2019					
-	S# Decisions	Responsibility	Scheduled Date	Action Taken		
	Admission Progress.	Principal, IQAC coordinator and admission council	16/06/2019	New strategies for admission progress introduced. Incentives for staff with good performance in admission process implemented		
	Orientation class	IQAC co ordinator		Arrange resource person and schedule date for orientation classes. Separate classes arranged for B.Tech and diploma students.		





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FDP	IQAC con ainator		ww.toms.ac.in
		22/06/2019	Register faculties for attending FDP under KTU.
	december 19		For non-teaching staff arrange a training section regarding egovernance portal. 8
Dwagan	f • · ·		

#### Members Present:

No.	Sl. Name and Designation	Signature
1	Dr. A J Paul (Principal)	
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	
3	Shijina B,HOD,CSE	
4	Erlin Antony, HOD, CH	
5	Kiran K Murali, HOD, ME	
6	Silpa Carolin , HOD ,CE	
7 .	Nimisha Annie Abraham	
8	vineeth K Asst. Prof ME	
9	Jobin Joha, Asst. Prof ME	
10	Renjini K, Asst Prof, CSE	
11	Mitta Ann Zacharia, Asst Prof, CE	
12	Sreelatha K R(Senior administrative staff)	,
13	Remya P V (Senior administrative staff)	
14	Anisha G Kaimal (Member from local body)	Arsha
	Thomas Scaria (Nominee from local society)	1
6 I	Dijith J (Employer Project manager Millennium Contracting)	

TOMS COLLEGE OF ENGINEERING

Mattakara P.O.
Mattakara P.O.
686 564 Director



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IN ACTE	
Mollykutty Emmanuel	
Mollykuity Tom	
17 Ruben Jose Tom	

IQAC Coordinator

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
MOTTAYAM, KERALA - 686 564



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Ref No: TCE/IQAC/2018-15/Circular/31

Dated: 30/08/2019

#### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on 2<sup>nd</sup> September 2019 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic activities.

#### Agenda:

- Sports meet.
- B.Tech and Diploma class arrangements.

**IQAC** Coordinator

A-

Copy to all IQAC members

Director

Director

TOMS COLLEGE OF ENGINEERING

Mattakara P.O.

Mattakara P.O



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Ref No: TCE/IQAC/2017-18/Meeting/31

Dated: 02/09/2019

# Internal Quality Assurance Cell [IQAC]

# Minutes of the Meeting

A meeting was held on 2<sup>nd</sup> September 2019 at 2.00 pm and following are the resolution made.

#### Agenda:

- Sports meet.
- B.Tech and Diploma class arrangements.

#### Major Discussions and Decisions:

- 1. Decide to conduct sports meet before onam vacation.
- Instruct DQAC members for arranging facilities for B.Tech and diploma classes.

#### Action Taken Report of IQAC meeting held on 15-07-2019

	ecisions	Responsibility	Scheduled Date	Action Taken
DQAC rep	oort review.	Principal, IQAC coordinator	16/07/2019	DQAC action taken report reviewed.New pattern for internal assessment as per 2019 scheme KTU curricu
B.Tech and	l Diploma gements.	DQAC members of all departments	18/07/2019	Class and lab arrangements completed. Efficiency list collected.

TOMS COLLEGE OF ENGINEERING Mallakara P.O.

KOTTAYAM, KERALA - 686 564



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#### Members Present:

SL.	Name and Designation	Signature
1	Dr. A J Paul (Principal)	3 444
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	
3	Shijina B,HOD,CSE	
4	Erlin Antony, HOL, CH	
5	Kiran K Murali, HOD, ME	
6	s lpa Carolin, HOD, CE	
7	Nimisha Annie Abraham	
8	Vineeth K As A. Prof ME	
9	Jobin John , Asst. Prof ME	
10	Renjini K, Asst.Prof, CSE	
11	Mitta Ann Zacharia, Asst Prof, CE	
12	Sreelatha K R(Senior administrative staff)	
13	Remya P V (Senior administrative staff)	
14	Anisha G Kaimal (Member from local body)	figha
	Thomas Scaria (Nominee from local society)	
6	Digith J (Employer, Project manager Millennium Contracting)	
	Mollykut y Emmanuel	
8 F	Ruben Jose Tom	

**IQAC** Coordinator



TOMS COLLEGE OF ENGINEERING

Mattakara P.O.

KOTTAVAM KERALA - 686 564



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gef No: TCE/IQAÇ/2019-20/Circular/32

Dated: 9/11/2019

#### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on 11th November 2019 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic activities.

Agenda:

- KTU audit.
- Internal/attendance submission to university portal.

**IQAC** Coordinator

Copy to all IQAC members

DIRECTOR COLLEGE OF ENGINEERING
Mattakara P.O.
Mattakara P.O.
Mattakara P.O.
Mattakara P.O.
Mattakara P.O.



Mattakara P.O, Kottayam – 686 564 Ph:0481-2547400, 9400747400 E-mail. <u>info@toms.ac.in</u> www.toms.ac.in

Ref No: TCE/IQAC/2019-20/Meeting/32

Dated: 11/11/2019

#### Internal Quality Assurance Cell [IQAC]

#### Minutes of the Meeting

A meeting was held on 11th November 2019 at 2.00 pm and following are the resolution

made.

Agenda:

- KTU audit.
- Internal/attendance submission to university portal.

### Major Discussions and Decisions:

- 1. Decide to conduct sports meet before onam vacation.
- 1. Declar 2. Instruct DQAC members for arranging facilities for B. Tech and diploma classes.

#### Action Taken Report of IQAC meeting held on 2-09-2019 Scheduled Responsibility **Action Taken Decisions Date** Principal, sports Department wise group 1 Sports meet. 10/09/2019 coordinator and IQAC selection completed. coordinato: Participation certificate template finalized. IQAC coordinator Arrange resource person and 2 B.Tech and Diploma 18/06/2019 schedule date for orientation class arrangements classes. Separate classes arranged for B.Tech and diploma students.

Director
TOMS COLLEGE OF ENGINEERING
Mallakara P.O.
KOTTAYAM, KERALA - 686 564



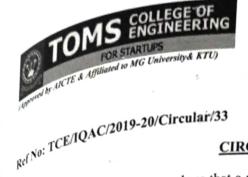
Mattakara P.O, Kottayans - 686 564 Ph:0481-2547400, 9400747400 E-mail. info@tomp.ac.in

#### Members Presenc

	-	A STATE OF THE PARTY OF THE PAR	44
	No.	Name and Designation	01
	1	Dr. A J Paul (Principal)	Signatur,
	2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	
	3	Shijina B,HOD,CSE	Q
-	4	Erlin Antony, HOD, CH	
	5	Kiran K Murali, HOD, ME	
		Silpa Carolin , HGD ,CE	
-7		Nimisha Annie Abraham	
- 8		Vineeth K Asst. Prof ME	
9		John John , Asst. Prof ME	
10	1	tenjini K, Asst.Prof, CSE	
11	- 1	fitta Ann Zacijarie, Asst Prof, CE	
12	Sta	reelatha K R(Senior administrative aff)	,
13		emya P V (Senior administrative staff)	
14	An	isha G Kaimal (Member from local iy)	Anho
15		omas Scaria (Nominee from local iety)	1 8 9
16	Dijit Mille	h J (Employer, Project manager ennium Contracting)	
17	Molly	ykutty Emmanuel	
8	Ruber	1 Jose Tom	

**IQAC** Coordinator

Director
TOMS COLLEGE OF ENGINEERING



Mattakara P.O, Kottayam - 686 564 Ph:0481-2547400, 9400747400 E-mail. info@toms.ac.in www.toms.ac.in

Dated: 27/01/2020

#### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on 29th January 2020 at 2.00 milities in inform to all ique of milities members should attend the meeting to discuss at a committee members should attend the meeting to discuss at a committee members and all committee members and all committee members are considered at a committee members and all ique This is to inform to all 10.00 mittee members should attend the meeting to discuss about the principal's room and ail committee members should attend the meeting to discuss about the admic activities. Academic activities.

Agenda:

- . KTU audit report review.
- NPTL classes/MOOC course.

**IQAC** Coordinator

Copy to all IQAC members

TOMS COLLEGE OF ENGINEERING

Mattakara P.O.

MATTAVAM, KERALA - 686 564



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Ref No: TCE/IQAC/2019-20/Meeting/33

Dated: 29/01/2019

#### Internal Quality Assurance Cell [IQAC]

#### Minutes of the Meeting

A meeting was held on 29th November 2019 at 2.00 pm and following are the resolution

made. Agenda:

- KTU audit report review.
- NPTL classes/MOOC course.

# Major Discussions and Decisio.

- 1. Review the KTU audit report. As per suggestions from external auditor decide to maintain annual reports of IQAC.
- maintain and maint

#### Action Taken Report of IQAC meeting held on 11-11-2019

Decisions	Responsibility	Scheduled Date	Action Taken
Sports meet.	Principal, sports coordinator and IQAC coordinator	10/09/2019	Department wise group selection completed. Participation certificate template finalized.
B.Tech and Dipl' ma class arrangements	IQAC coordinator		Arrange resource person and schedule date for orientation classes. Separate classes arranged for B.Tech and diploma students.





Mattakara P.O, Kottayam ~ 686 S64 Ph:0481-2547400, 9400747400 E-mail. <u>info@toms.ac.in</u> www.toms.ac.in

#### Members Present:

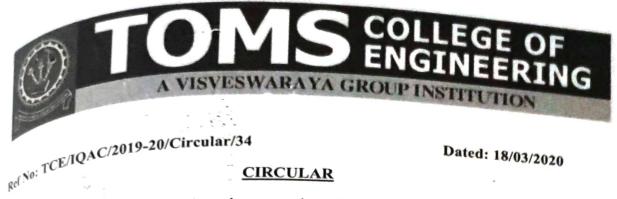
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I	Venture and the second	
	Sl. Nam. and Designation	Signature
No.	Dr. A J Paul (Principal)	
2	Joby Joseph, Asst. Prof EEE (Principal	
3	Shijina B,HOD,CSE	8
4	Erlin Antony, HQD, CH	
5	Kiran K Murali, HOD, ME	
6	Silpa Carolin , HOD ,CE	
7	Nimisha Annie Abraham	
8	Vineeth K Asst. Prof ME	
9	Jobin John, Asst. Prof ME	
10	penjini K, Asst.Prof, CSE	
11	Mitta Ann Zacharia, Asst Prof, CE	
12	Sreelatha K K Senior administrative staff)	
13	Remya P V (Senior administrative staff)	
14	Anisha G Kaimal (Member from local body)	Amha
15	Thomas Scaria (Nominee from local society)	
16	Dijith J (Employer, Project manager Millennium Contracting)	
17	Mollykutty Emmanuel	
18	Ruben Jose Tom	

**IQAC** Coordinator



TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
Mattakar



Dated: 18/03/2020

#### **CIRCULAR**

This is 10 inform to all IQAC members that a meeting will be held on 20th march 2020 at 2.00 pm and all committee members should attend the meeting to discuss at This is to inform to all committee members should attend the meeting to discuss about the principal's room and all committee members should attend the meeting to discuss about the apprincipal activities. Academic activities.

Agenda:

- Internal academic audit for B.Tech and Diploma.
- Practical classes for diploma courses
- Central computing facility sharing.

**IQAC Coordinator** 

py to all IQAC members

DIFECTOR DIFERING Mattakara P.O.
Mattakara P.O.
KOTTAYAM, KERALA 686 564



Ref No: TCE/IQAC/2019-20/Meeting/34

Dated: 20/03/2020

### Internal Quality Assurance Cell [IQAC]

#### Minutes of the Meeting

 $_{\rm A\,meeting\,was\,held}$  on  $20^{th}$  March 2020 at 2.00 pm and following are the resolution

made.

Agenda:

- Internal academic audit for B.Tech and Diploma.
- Practical classes for diploma courses
- Central computing facility sharing.

Major Discussions and Decisions: Decide to conduct internal audit for B.Tech and diploma under DQAC. Final audit of

IQAC scheduled on April first week.

Detailed time table for B. Tech and diploma Practical classes finalized.

#### Action Taken Report of IQAC meeting held on 29-01-2019

- delone	Responsibility	Scheduled Date	Action Taken
Decisions  KTU audit report review.	Principal, sports coordinator and IQAC coordinator	10/09/2019	Department wise group selection completed. Participation certificate template finalized.
NPTL classes/MOOC	IQAC coordinator	18/06/2019	Arrange resource person and schedule date for orientation classes. Separate classes arranged for B.Tech and diploma students.

TOMS COLLEGE OF ENGINEERING Mallakara PO KOTTAYAM. KERALA - 686 564

# COLLEGE OF ENGINEERING

## Members Present:

No	SL.	Name and Designation	
1		Dr. A J Paul (Principal)	Signature
2		Joby Joseph, Asst. Prof EEE (Principal Diploma)	
3		Shijina B,HOD,CSE	
4	_	Erlin Antony, HOD, CH	
5		Kiran K Murali, HOD, ME	
6		Silpa Carolin , HOD ,CE	
7	_	Nimisha Annie Abraham	
8		Vineeth K Asst. Prof. ME	
9		Jobin John , Asst. Prof ME	
10	1	Renjini K, Asst.Prof, CSE	
11	Control of the Control	Mitta Ann Zacharia, Asst Prof, CE	
12		Sreelatha K P. Senior administrative staff)	
13		Remya P V (Senior administrative staff)	
14		Anisha G Kaimal (Member from local body)	Aitha
15		Thomas Scaria (Nominee from local society)	
16		Dijith J (Employer, Project manager Millennium Contracting)	
17		Mollykutty Emmanuel	
18		Ruben Jose Tom	

IQAC Coordinator

Paul AJ

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CIRCULAR

Dated: 11/06/2020

This is to inform to all IQAC members should attend the meeting to discuss about the principal's room and all committee members should attend the meeting to discuss about the Academic activities.

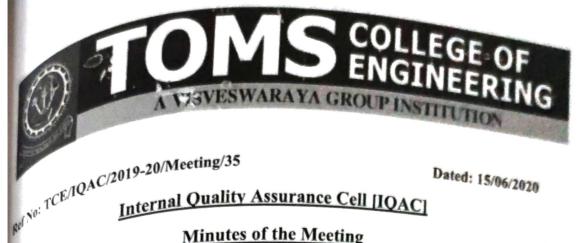
Agenda:

- . Admission Progress.
- Orientation class & Trangements
- DQAC and Examination cell report review.

IQAC Coordinator

py to all IQAC members





Dated: 15/06/2020

#### Internal Quality Assurance Cell [IQAC]

#### Minutes of the Meeting

A meeting was held on 15th June 2020 at 2.00 pm and following are the resolution made.

Admission Progress.

- Orientation class arrangements DQAC and Examination cell report review.

Major Discussions and Decisions: pecide to collect the details of students admitted on each branch and adopt new strategies

pecide to collect the details of students admitted on each branch and adopt new strategies

for filling vacant seats.

for filling vacant period to classes for B. Tech and diploma students.

Decide to conduct orientation classes for B. Tech and diploma students.

Decide to conduct to the property of the prope Instruct each department qualitative activities under DQAC. Inform exam cell

#### Action Taken Report of IQAC meeting held on 20-03-2020

Decisions	Responsibility	Scheduled Date	Action Taken
Internal academic audit for B.Tech and Diploma.	IQAC coordinator and HODs		Internal audit for each department conducted by IQAC coordinator and submit report to principal.

TOMS COLLEGE OF ENGINEERING Mattakara P.O. 686 564
KOTTAYAM, KERALA-686

HODs and System administrator  19/05/2020  As per AICTE regelation department wise computer facility allocated. Central computing facility shared among each department.	practical classes for practical courses	A VISVESWARA	COL ENG A GROUPIN 26/05/2020	LAB schedule for each workshops and computer lab time table finalized by HODs.
	Control computing	-		facility allocated. Central

#### Members Present:

20		
Na	SL Name and Designation	Signature
1	Dr. A J Paul (Principal)	
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	
3	Shijina B,HOD.CSE	
4	Erlin Antony, HOD, CH	
5	Kiran K Murali, HOD, ME	
6	Silpa Carolin, HOD, CE	
7	Nimisha Annie Abraham	
8	Vineeth K Asst. Prof ME	
9	Jobin John , Asst. Prof ME	
10	Renjini K, Asst.Prof, CSE	
11	Mitta Ann Zacharia, Asst Prof, CE	
12	Sreelatha K R(Senior administrative staff)	

Pand. AV

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
MATTAYAM, KERALA - 686 564

# Remya P V (Senior administrative staff) Anisha G Kaimal (Member from local body) Dijith J (Employer, Project manager Millennium Contracting) Mollykutty Emmanuel Ruben Jose Tom

IQAC Coordinator

Paul Ai

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564



Dated: 11/08/2020

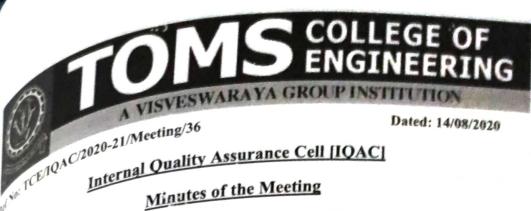
No: TCE/IQAC/2020-21/C?+cular/36 If the all IQAC members that a meeting will be held on 14th August 2020 at 2.00 pm and all committee members should attend the meeting to discuss about the start of the start sis 10 inform and all committee members should attend the meeting to discuss about the principal's room and all committees. demic activities.

- Online class arrangement. Reconstitution of Cells under IQAC
- Feedback system.

**IQAC** Coordinator

vall IQAC members

TOMS COLLEGE OF ENGINEERING KOTTATAV 1-14LA-686 564



# Internal Quality Assurance Cell [IQAC]

#### Minutes of the Meeting

A meeting was held on 14th August 2020 at 2.00 pm and following are the resolution

- Online class arrangement. Reconstitution of Colls under IQAC.
- Feedback system.

par Discussions and Decisions:

Discussion on the classes for all batches from august onwards.

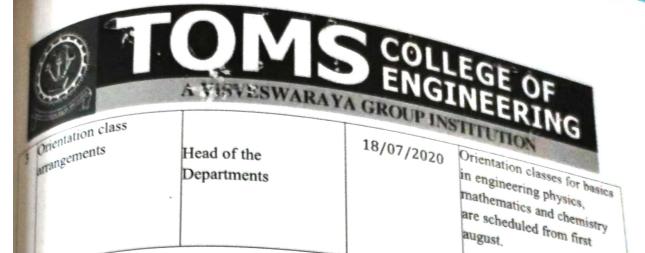
Decide to start online classes with new members. Decide to reconstitute IQAC with new members.

Decide to reconstitute mode of PTA Decide to reconstitute node of PTA meetings and introduce new method of feedback Decide to conduct online mode of PTA meetings and introduce new method of feedback

# Action Taken Report of IQAC meeting held on 15-06-

	Responsibility	Scheduled Date	Action Taken
Decisions  Frogress.	Admission council	16/07/2020	List of students joined in each courses submitted.
MAC and Examination I	QAC coordinator,HODs and Exam cell coordinator	18/07/2020	Meeting minutes and action taken reports of DQAC and exam cell audited
	L		Paul AJ

TOMS COLLEGE OF ENGINEERING Maltakara P.O. KOTTAYAM, KERALA - 686 564



#### Members Present:

No.	Name and Designation	Signature
1	Dr. A J Paul (Principal)	smalare
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	
3	Shijina B,HOD,CSE	
4	Erlin Antony, HOD, CH	
5	Kiran K Murali, HOD, ME	
6	Silpa Carolin , HOD ,CE	
7	Nimisha Annie Abraham	
8	Vineeth K Asst. Prof ME	
9	Jobin John , Asst. Prof ME	
10	Renjini K, Asst.Prof, CSE	
11	Mitta Ann Zacharia, Asst Prof, CE	
12	Sreelatha K R(Senior administrative staff)	
13	Remya P V (Senior administrative staff)	
14	Anisha G Kaimal (Member from local body)	Jinha
15	Thomas Scari Nominee from local society)	

Pad. AND

Director

Director

COLLEGE OF ENGINEERING

# Dijith J (Employer, Project manager Millennium Contracting) Mollykutty Emmanuel Ruben Jose Tom

**IQAC** Coordinator

Director
TOMS COLLEGE OF ENGINEERING
MATTER PO
KOTTAYAM, PLHALA . 686 564



Ref No: TCE/IQAC/2020-21/Circular/37

Dated: 26/10/2020

#### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on 28<sup>th</sup> October 2020 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic activities.

#### Agenda:

- KTU Audit
- College management software updating.
- NAAC works

**IQAC** Coordinator

Copy to all IQAC members

TOMS COLLEGE OF ENGINEERING
Matlakara P.O.
KOTTAYAM, KERALA - 686 564



Ref No: TCE/IQAC/2020-21/Meeting/37

Dated: 28/10/2020

#### Internal Quality Assurance Cell [IQAC]

#### Minutes of the Meeting

A meeting was held on 14th August 2020 at 2.00 pm and following are the resolution made.

#### Agenda:

- KTU Audit
- College management software updating.
- NAAC works

#### Major Discussions and Decisions:

- As per external audit date published by university, it is decided to conduct internal audit within two weeks.
- Decided to update college management software for handling internal examination in online mode.
- Decided to go for NAAC accreditation. Select one faculty from each department for NAAC group to plan preliminary works.

	Action Taken Report of IQAC meeting held on 14-08- 2020					
S#	Decisions	Responsibility	Scheduled Date	Action Taken		
1	Online class arrangement.	IQAC Coordinator and HODs	20/08/2020	Start to use college management software for sharing class notes. Use a common online platform for conducting classes.		

Director TOMS COLLEGE OF ENGINEERING Maitakara P.O. KOTTAYAM, KERALA - 686 564

# A VISVESWARAYA GROUP INSTITUTION Principal and IQAC coordinator. Decide to conduct Online meetings with stake holders and share Google form for updating feedback.

#### Members Present:

SI.	Name and Designation	Signature
No.		
1	Dr. A J Paul (Principal)	
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	
3	Shijina B,HOD,CSE	
4	Erlin Antony, HOD, CH	
5	Kiran K Murali, HOD, ME	
6	Silpa Carolia, HOD, CE	
7	Nimisha Annie Abraham	
8	Vineeth K Asst. Prof ME	
9	Jobin John , Asst. Prof ME	
10	Renjini K, Asst.Prof, CSE	
11	Mitta Ann Zacharia, Asst Prof, CE	
12	Sreelatha K R(Senior administrative staff)	

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 584



13	Remya P V (Senior administrative staff)	
14	Anisha G Kaimal (Member from local body)	lake
16	Dijith J (Employer, Project manager Millennium Contracting)	
17	Mollykutty Emmanuel	
18	Ruben Jose Tom	

IQAC Coordinator

Danish Company of SAA



Dated: 16/09/2020

#### **NOTIFICATION**

# Subject: Reconstitution of Internal Quality Assurance Cell

The principal is pleased to reconstitute the Internal Quality Assurance Cell (IQAC) The principal is present the following members for a period of one year for planning, guiding and monitoring prising of the following and Quality Enhancement (QE) activities of the College. prising of the Ione (QA) and Quality Enhancement (QE) activities of the College.

Sl. No.	Name and Designation	Status in the committee
1	Dr. A J Paul (Principal)	Chairman
2	Joby Joseph, Asst. Prof EFE (Principal Diploma)	Member
3	Shijina B,HOD,CSE	IQAC Coordinator
4	Erlin Antony, HOD, CH	Member
5	Kiran K Murali, HOD, ME	Member
6	Mitta Ann Zarraa, HOD, CE	Member
7	Alby Alphonsa Joseph Asst. Prof CSE	Member
8	Vineeth K Asst. Prof ME	Member
9	Jobin John , Asst. Prof ME	Member
10	Renjini K, Asst.Prof, CSE	Member
11	Ambily C Panicker, Asst Prof, EEE	Member
12	Sreelatha K R(Senior administrative staff)	Member
13	Remya P V (Senior administrative staff)	Member
14	Anisha G Kaimal (Member frem local body)	Member

TOMS COLLEGE OF ENGINEERING Director Mattakara P.O. KOTTAYAM, KERALA - 686 564

# Thomas Scaria (Nominee from local Society) Nominee from Trust Member Member Mollykutty Emmanuel Member Member Member

-Paw. As

Principal/Director

TOMS COLLEGE OF ENGINEERING

Mattakara P.O.

KOTTAYAM, KERALA - 686 564



Ref No: TCE/IQAC/2020-21/Meeting/38

#### Dated: 27/01/2021

#### Internal Quality Assurance Cell [IQAC]

#### Minutes of the Meeting

A meeting was held on 27th January 2021 at 2.00 pm and following are the resolution made.

#### Agenda:

- KTU Audit review.
- EOA visit from KTU
- NAAC works

#### **Major Discussions and Decisions:**

- 1. Review the audit report from KTU. Decide to improve the academic activities as per NAAC criteria.
- 2. Decided to conduct an internal academic and administrative audit before EOA visit from university.
- As per NAAC manual different criteria and sub criteria details discussed. Decided to select criteria in charges.

	Action Taken Report of IQAC meeting held on 28-10- 2020							
C#	Decisions	<b>Responsibility</b>	Scheduled Date	Action Taken				
<b>S#</b>	KTU Audit review	IQAC Coordinator and HODs	12/11/2020	KTU external audit conducted on 04/11/2020. As per audit report necessary changes made on the audit documents.				

Director
TOMS COLLE GE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA-686 564



2	College management software updating.	Principal and IQAC coordinator.	16/09/2020	IQAC reconstituted on 16/09/2020.
	,			
3			22/00/2020	Decide to conduct Online meetings with stake holders
]	NAAC works	Head of the Departments		and share Google form for updating feedback.
		9 . 3	, *.	5 25 mil 1

#### Members Present:

No.	Name and Designation	Signature
1	Dr. A J Paul (Principal)	
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	
3	Shijina B,HOD,CSE	
4	Erlin Antony, HOD, CH	Eselia-
5	Kiran K Murali, HOD, ME	Kirenpuel:
6	Mitta Ann Zacharia , HOD ,CE	Dithofun
7	Alby Alphonsa Joseph Asst. Prof CSE	Physphone
8	Vineeth K Asst. Prof ME	Veinda
9	Jobin John, Asst. Prof ME	Juliahel
10	Renjini K, As. Prof, CSE	Reynor
11	Ambily C Panicker, Asst Prof, EEE	Abila

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
MOTTAYAM, KERALA - 686 564



# TOMS COLLEGE OF ENGINEERING

#### A VISVESWARAYA GROUP INSTITUTION

AND ADDRESS OF THE PROPERTY OF	The state of the s
Sreelatha K R(Senior administrative staff)	Sulshike
Remya P V (Senior administrative staff)	Ruje
Anisha G Kaimal (Member from local body)	John
Thomas Sca. a (Nominee from local society)	Thomsen
Dijith J (Employer, Project manager Millennium Contracting)	Jal3
Mollykutty Emmanuel	Malikely
Ruben Jose Tom	Russ
	Staff) Remya P V (Senior administrative staff) Anisha G Faimal (Member from local body) Thomas Scana (Nominee from local society)  Dijith J (Employer, Project manager Millennium Contracting) Mollykutty Emmanuel

**IQAC** Coordinator

Paw. AV

Director
TOMS COLLEGE OF ENGINEERING
Mattakara P.O.
KOTTAYAM, KERALA - 686 564



Ref No: TCE/IQAC/2020-21/Circular/39

Dated: 12/03/2021

#### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 15th March 2021 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic activities.

#### Agenda:

Laboratory class arrangements by obeying covid protocols.

Town.

- Constitution of Texas Innovation center collaborating with IEDC.
- NAAC works progress.

**IQAC** Coordinator

Copy to all IQAC members



Ref No: TCE/IQAC/2020-21/Meeting/39

Dated: 15/03/2021

## Internal Quality Assurance Cell [IQAC]

### Minutes of the Meeting

A meeting was held on  $15^{\rm th}$  March 2021 at 2.00 pm and following are the resolution made.

#### Agenda:

- Laboratory class arrangements by obeying covid protocols.
- Constitution of Toms Innovation center collaborating with IEDC.
- NAAC works progress.

## Major Discussions and Decisions:

- 1. Decide to are nge batch wise practical classes for each department by obeying covid protocols. In each batch minimum 20 students allowed for attending classes.
- 2. Decided to constitute a new innovation Centre to promote start up projects.
- 3. Decide to maintain a qualitative measures for all academic and administrative works as per NAAC criteria.

	Action	n Taken Report of IQAC 2021	meeting held o	n 27-01-
S#	Decisions	Responsibility	Scheduled Date	Action Taken
	KTU Audit review.	IQAC Coordinator and HODs	10/11/2020	KTU external audit conducted on 04/11/2020. As per audit report necessary changes made on the audit documents
2	EOA visit from KTU	Principal and IQAC coordinator.	10/02/2021	KTU visit for EOA conducte successfully.



NAAC works.  NAAC coordinator, IQAC coordinator and criteria in charges.	22/08/2020	Decide to conduct Online meetings with stake holders and share Google form for updating feedback.
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### Members Present:

Sl. No.	Name and Designation	Signature
1	Dr. A J Paul (Principal)	
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	
3	Shijina B,HOD,CSE	
4	Erlin Antony, HOD, CH	Sam
5	Kiran K Murali, HOD, ME	Kurankind
6	Mitta Ann Zacharia . HOD ,CE	1 Dethe Ams
7	Alby Alphonsa Joseph Asst. Prof CSE	Phylopones
8	Vineeth K Asst. Prof ME	Cejula
9	Jobin John , Asst. Prof ME	Johnstein
10	Rcnjini K Asst.Prof, CSE	Runik
11	Ambily C Panacker, Asst Prof, EEE	Andry
12	Sreelatha K R(Senior administrative staff)	Salahker
13	Remya P V (Senior administrative staff)	Perge
14	Anisha G Kaimal (Member from local body)	Ariha
15	Thomas Scaria (Nominee from local society)	Thomasus



16	Dijith J (Empreyer, Project manager Millennium Contracting)	Tells
17	Mollykutty Emmanuel	40 Qikuly
18	Ruben Jose Tom	Rhen

**IQAC** Coordinator

Paw. Ai



Ref No: TCE/IQAC/2020-21/Circuiar/40

Dated: 10/05/2021

#### **CIRCULAR**

This is to inform to a'l IQAC members that a meeting will be held on 10<sup>th</sup> May 2021 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic activities.

#### Agenda:

- · Result analysis B.Tech and Diploma
- · Reconstitution of Exam cell for B.Tech and Diploma
- NAAC work progress.

**IQAC Coordinator** 

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Copy to all IQAC me nbers



Ref No: TCE/IQAC/2020-21/Meeting/40

Dated: 12/05/2021

# Internal Quality Assurance Cell [IQAC]

## Minutes of the Meeting

A meeting was held on 12th May 2021 at 2.00 pm and following are the resolution made.

#### Agenda:

- Result analysis B.Tech and Diploma
- Reconstitution of Exam cell for B.Tech and Diploma
- NAAC work progress.

## **Major Discussions and Decisions:**

- 1. Instruct each department HODs to perform a detailed analysis of external exam results. Study about the student performance variation compared to previous semester.
- 2. Decide to reconstitute exam cell with new members from diploma faculties.
- 3. As per NAAC manual different criteria and sub criteria details discussed. Decided to select criteria in charges.

	Action	Taken Report of IQAC 202	C meeting held o I	n 15-03-
S#	Decisions	Responsibility	Scheduled Date	Action Taken
1	Laboratory class arrangements by obeying covid protocols.	Principal and HODs	06/04/2021	Detailed schedule for practical class arrangements prepared by each department and published.



2	Constitution of Toms Innovation center collaborating with IEDC.	Principal and IQAC coordinator.	16/04/2021	Tom's innovation Centre constituted. Decided to register under IEDC.
3	NAAC works.	NAAC coordinator, IQAC coordinator and criteria in charges.	29/04/2020	Internal audit conducted for the last updates of documents under each criteria.

#### **Members Present:**

Sl. No.	Name and Designation	Signature
1	Dr. A J Paul (Principal)	
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	
3	Shijina B,HOD,CSE	Ob.
4	Erlin Antony, HOD, CH	Egelm
5	Kiran K Murali, HOD, ME	Keizukon
6	Mitta Ann Zacharia, HOD, CE	Trede Don
7	Alby Alphonsa Joseph Asst. Prof CSE	AlayAlphone
8	Vineeth K Asst. Prof ME	Venedo
9	Jobin John, Asst. Prof ME	Solar John
10	Renjini K, Asst.Prof CSE	Rengisk
11	Ambily C Panicker, Asst Prof, EEE	Anbily

Paul. AV



12	Sreelatha K R(Senior administrative staff)	Suldhe
13	Remya P V (Senior administrative staff)	Reye
14	Anisha G Kaimal (Member from local body)	Priha
15	Thomas Scaria (Nominee from local scciety)	Thomash
16	Dijith J (Emparyer, Project manager Millennium Contracting)	
17	Mollykutty Emmanuel	M. Oikilly
18	Ruben Jose Tom	Ruben

Tr (4m) **IQAC** Coordinator

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Director
TOMS COLLEGE OF ENGINEERING
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This is to initiate to all SOAC matribute that a matribute will be total on  $S^{0}$ . Lety SOE at f OB year in principal's room, and all committee metabors chould attend the exceeding to discuss about the Academic and administrative activities.

#### Agenda:

- Administra council reconstitutions.
- Student induction Programs.
- NAAC work progress.

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**IQAC** Coorditorior

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-Paul AV

TOMS COLLEGE & ENGINEERING MATERIAL ADVISORS ADV



Ref No: TCE/IQAC/2020-21/Meeting/41

Dated: 03/07/2021

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## Internal Quality Assurance Cell [IQAC]

## Minutes of the Meeting

A meeting was held on 8th April 2021 at 2.00 pm and following are the resolution made.

#### Agenda:

- Admission council reconstitution.
- Student induction Programs.
- NAAC work progress.

## Major Discussions and Decisions:

- Decide to reconstitute admission council >nd suggested for submitting weekly performance report of each campaigning group.
- 2. Decided to arrange induction program from July second week onwards. Arrange resource persons internally and externally.
- 3. Decided to conduct meetings of NAAC group in weekly basis.

	Action	Taken Report of IQAC 2021	meeting held o	on 12-05-
S#	Decisions	Responsibility	Scheduled Date	Action Taken
1	Result analysis B.Tech and Diploma	Principal, IQAC Coordinator and HODs	10/06/2021	DQAC prepared year wise result analysis documents and submitted to IQAC

Director
TOMS COLLEGE OF ENGINEERING
MATERIA P O.
KOTTAYAM, KERALA - 686 564

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2	Reconstitution of Exam cell for B.Tech and Diploma	Principal and IQAC coordinator.	16/06/2021	Exam cell reconstituted.
3		NAAC coordinator, IQAC coordinator and criteria in charges.	18/06/2021	Academic documents for NAAC Prepared by DQAC members and submitted.

#### **Members Present:**

Sl. No.	Name and Designation	Signature
1	Dr. A J Paul (Principal)	
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	0
3	Shijina B,HOD,CSE	
4	Erlin Antony, HOD, CH	Egglis
5	Kiran K Murali, HOD, ME	Linetement
6	Mitta Ann Zacharia, HOD, CE	1 Dots Am
7	Alby Alphonsa Joseph Asst. Prof CSE	- loy phone
8	Vineeth K Asst. Prof ME	Ulineth
9	Jobin John, Aret. Prof ME	John John
10	Renjini K, Asst.Prof, CSE	Legende
11	Ambily C Panicker, Asst Prof, EEE	Anthy
12	Sreelatha K R(Senior administrative staff)	Szeldte

Pad. Ay



13	Remya P V (S. vior administrative staff)	Renge
14	Anisha G Kei 341 (Member from local body)	Ariha
15	Thomas Scaria (Nominee from local society)	Thomas
16	Dijith J (Employer, Project manager Millennium Contracting)	Taris
17	Mollykutty Emmanuel	1 Deliteday
18	Ruben Jose Tom	Ruben

**IQAC** Coordinator

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MATERIALA - 686 564

Ref No: TCE/IQAC/2020-21/Circular/42

Dated: 27/09/2021

#### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 29<sup>th</sup> October 2021 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic and administrative activities.

#### Agenda

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

**IQAC Coordinator** 

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Copy to all IQAC members

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TOMS COLLEGI OF ENCINEERING
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Ref No: TCE/IQAC/2021-22/Meeting/42

#### Dated: 29/09/2021

#### Internal Quality Assurance Cell [IQAC]

#### Minutes of the Meeting

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 Justitute 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:

#### Agenda 1: Academic Monitoring

- The overall acade pian and current teaching learning process was discussed.
- A checklist with the following points was prepared for the staff to upgradethe academic activities in the next semester
  - > 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 their internal exams.
  - ➤ At least 2-3 classes for revision / remedial for each subject before eachseries exams to be given.
- 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 review 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.

## genda 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) ineach class to obtain : Endback from students.
- It is decided to take online student feedback twice in a semester for all subjects, preferably after the internal examinations.

## genda 3: Orientation Program

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

## genda 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 forthe same were distributed to department coordinators.

Action Taken Report for the Meeting Conducted on 08-09-2921

Sl. No	Plan of Action	Action Taken
1.	Teaching learning process evaluation	Conduct department wise evaluation by HODs for Study materials and question papers prepared by the
	13. 5.3	faculties
2	Answer repository	Instruct DQAC to collect and verify Question papers and Scheme
3	Planning Internal examination schedule	
	0 11 1-	Develop an online platform for collecting student fee
5	Student	back
6	TIC constitution planning	Develop an IEDC cell ,Toms innovation Centre(TIC)

## **Members Present:**

Sí. No.	Name and Designation	Signature
1	Dr. A J Paul ( incipal)	
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	
3	Shijina B,HOD,CSE	(Vi)
4	Erlin Antony, HOD, CH	Coelin



	A VISVESWARA III	
5	Kiran K Murali, HOD, ME	Keverkon
6	Mitta Ann 7 HOD ,CE	Midhe
7	Alby Alphonsa Joseph Asst. Prof CSE	1 Symphone
8	Vineeth K Asst. Prof ME	John John
9	Jobin John , Asst. Prof ME	Demin
10	Renjini K, Asst.Prof, CSE	Amber
11	Ambily C Panicker, Asst Prof, EEE	Side
12	Sreelatha K R(Senior administrative staff)	Rema
13	Remya P V (Senior administrative staff)	1:00
14	Anisha G Kaimal (Member from local body)	the transfer of the transfer o
15	Thomas Scaria (Nominee from local society)	Thorne
	Dijith J (Emp. yer, Project manager	Tours
16	Millennium Contracting)	201.61.4
17	Mollykutty Emmanuel	1 /2/17 King
18	Ruben Jose Tom	Ruben
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IQAC Coordinator



Ref No: TCE/IQAC/2021-22/IQAC. Notification/8

Dated: 29/09/2021

## **NOTIFICATION**

Subject: Reconstitution of Internal Quality Assurance Cell

The Principal is pleased to reconstitute the Internal Quality Assurance Cell (IQAC) comprising of the following members for a period of one year for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the College.

No.	Sl. Name and Designation	Status in the committee
1	Dr. A J Paul (Principal)	Chairman
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	Member Member
3	Shijina B,HOD,CSE	IQAC Coordinator
4	Erlin Antony, HOD, CH	Member
5	Kiran K Murali, HOD, ME	Member
6	Mitta Ann Zacharia, HOD, CE	Member
7	Alby Alphonsa Joseph Asst. Prof CSE	Member
8	Vineeth & Asst. Prof ME	Member
9	Jobin John , Asstr Prof ME	Member
10	Renjini K, Asst.Prof, CSE	Member
11	Ambily C Panicker, Asst Prof, EEE	Member
12	Sreelatha K R(Senior administrative staff)	Member
13	Remya P V (Senior administrative staff)	Member
14	Anisha G Kaimal (Member from local body)	Member



Carrie Carrie		
15	Thomas Scaria (Nominee from local society)	Member
16	Mathew Thomas (Alumni)	Member
17	Dijith J (Employer, Project manager Millennium Contracting)	Member
18	Abhilash C Anand (Employer)	Member
	Nominee from Trust	
19	Mollykutty Emmanuel	Member
20	Ruben Jose Tom	Member

Principal/Director

- Copy To:
  1. Chairman
  2. principal
  3. Administrative Office
- 4. All the members of the Committee and Sq u d.5. College Website



Ref No: TCE/IQAC'2021-22/Circular/43

Dated: 05/01/2022

#### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on 7<sup>th</sup> January 2022 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic and administrative activities.

#### **Agenda**

- Academic monitoring
- Academic audit
- IEDC Cell constitution
- Preparation for NAAC

**IQAC** Coordinator

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Copy to all IQAC members

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Ref No: TCE/IQAC/2021-22/Meeting/43

Dated: 07/01/2022

#### **Internal Quality Assurance Cell [IQAC]**

#### Minutes of the Meeting

Dr. Paul A J, Director& Chairman of IQAC began the meeting warmfall the members. The coordinator welcomed the members and introduced the newlyinducted members to the committee. The committee thanked the old members for their valuable contributionand 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 exams.

#### 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

## Agenda 5: IEDC cell development

Constitution of IEDC Cell



#### Agenda 6: NAAC works

- 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 27-09- 2021				
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	
			i i i i i i i i i i i i i i i i i i i	for verification. The verification report was submitted to the Director-	
				Academics on 16 th January 2022.	
2	IEDC cell constitution.	Ambily C Panicker ,Asst Prof. EEE	07/01/2022	Constitute the cell with following members.  Innovation cell officer(Shijina B,HOD CSE)  Asst.Nodal officer-Ambily C Panicker(HOD,EEE)  Students coordinators-Anusree sanal kumar(S8 CSE),Adish k(S6 ME)	



	A SALE OF STREET	A MISAESAAWAKAA	V CHOUL LA	alli Uliva
3		NAAC coordinator, IQAC coordinator and criteria in charges.	18/06/2021	Academic documents for NAAC Prepared by DQAC members and submitted.

### Members Present:

SI. No.	Name and Designation	Signature
1	Dr. A J Paul (Principal)	Chairman
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	Member
3	Shijina B,HOD,CSE	Chica Chica
4	Erlin Antony, HOO, CH	Edu
5	Kiran K Murali, HOD, ME	Ki genkens
6	Mitta Ann Zacharia, HOD, CE	Della Den
7	Alby Alphonsa Joseph Asst. Prof CSE	Dysprense
8	Vineeth K Asst. Prof ME	29 inat
9	Jobin John , Asst. Prof ME	Jobin John
10	Renjini K, Asst.Prof, CSE	demind
11	Ambily C Panicker, Asst Prof, EEE	Amply
12	Sreelatha K R(Senior administrative staff)	En Su
13	Remya P V (Senior administrative staff)	Renge
14	Anisha G Kaimal (Member from local body)	Antha



15	Thomas Scaria (Nominee from local society)	Thomason
16	Mathew Thomas (Alumni)	DetreThomas
17	Dijith J (Employer, Project manager Millennium Contracting)	Texas
18	Abhilash C Anand (Employer)	- Inlash
19	Mollykutty Emmanuel	Makely
20	Ruben Jose Tom	Ruben

**IQAC** Coordinator



Ref No: TCE/IQAC/2021-22/Circular/44

Dated: 15/04/2022

#### **CIRCULAR**

This is to inform to all IQAC numbers that a meeting will be held on  $7^{th}$  January 2022 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic and administrative activities .

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#### Agenda:

- · Academic monitoring
- IEDC Cell Events.
- Club activities.
- NAAC related works.

**IQAC** Coordinator

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Copy to all IQAC members



Ref No: TCE/IQAC/2021-22/Meeting/44

Dated: 18/04/2022

## Internal Quality Assurance Cell [IQAC]

### Minutes of the Meeting

A meeting was held on 18th April 2022 12 2.00 pm and following are the resolution made.

#### Agenda:

- Academic monitoring and KTU audit
- IEDC Cell Events.
- · Club activities.
- NAAC related works.

### Major decisions and Discussions

## **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.
- Decide to conduct internal audit.

### 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

	coordinator and N Action Ta	ken Report of I	QAC meeting ho	eld on 07-01-
S# 1	Decisions  Academic Audit (Coursefile)  Planning soft skill development program under NILLI club	Erlin Antony(HOD, CH)  Erlin Antony (HOD CSE), Kalesh Gopalan(Libra rian)	Scheduled Date  30/04/202 2	Action Taken  Course file verification for all the subjects was conducted between24th to 27th April 2022  Soft skill and professional development training program. Conducted by Er. Joby Joseph (HOD EEE)
3	Planning for conducting IEDC training	Cell coordinator(A mbily C Panicker,Asst. Professor)	29/04/2022	IEDC training program-Expertalk by Dr. A.T Francis

## **Members Present:**

Sl.	Name and Designation	Signature
<i>No.</i>	Dr. A J Paul (Principal)	Chairman
-	Jeby Joseph, Asst. Prof EEE (Principal Diploma)	Member

Paw. Ai



# TOMS COLLEGE OF ENGINEERING

### A VISVESWARAYA GROUP INSTITUTION

3	3	Shijina B,HOD,CSE	
4	4 Erlin Antony, HOD, CH		
	5	Kiran K Murali, HOD, ME	
	6	Mitta Ann Zacharia, HOD, CE	
Certificate (ENOpol)	7	Alby Alphonsa Joseph Asst. Prof CSE	
	8	Vinceth K Asse Prof ME	
	9	Jobin John , Asst. Prof ME	
	10	Renjini K, Asst.Prof, CSE	
	11	Ambily C Panicker, Asst Prof, EEE	
	12	Sreelatha K R(Senior administrative staff)	
	13	Remya P V (Senior administrative staff)	
	14	Anisha G Kaimal (Member from local body)	Ingha
	15	Thomas Scaria (Nominee from local society)	Tahus Det
	16	N athew Thomas (Alumni)	Matheman
	17	Dijith J (Emp. yer, Project manager Millennium Contracting)	Lyth
Ţ	18	Abhilash C Anand (Employer)	Flynleyh
	19	Mollykutty Emmanuel	The Otity.
	20	Ruben Jose Tom	Ruser

**IQAC** Coordinator

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3	Shijina B,HOD,CSE	
4	Erlin Antony, HOD, CH	
5	Kiran K Murali, HOD, ME	
6 `	Nitta Ann Zacharia, HOD, CE	
7	Alby Alphonsa Joseph Asst. Prof CSE	
8	Vineeth K Asse Prof ME	
9	Jobin John , Asst. Prof ME	
10	Renjini K, Asst.Prof, CSE	
11	Ambily C Panicker, Asst Prof, EEE	· 4.
12	Sreelatha K R(Senior administrative staff)	
13	Remya P V (Senior administrative staff)	
14	Anisha G Kaimal (Member from local body)	Iniha
15	Thomas Scaria (Nominee from local society)	Tahuki det.
16	N athew Thomas (Alumni)	Milhon
17	Dijith J (Emp Tyer, Project manager Millennium Contracting)	John .
18	Abhilash C Anand (Employer)	Flanton
19	Mollykutty Emmanuel	Malting.
20	Ruben Jose Tom	Rusew

**IQAC** Coordinator



Ref No: TCE/IQAC/2021-22/Circular/45

Dated: 25/97/2022

#### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on 27th July 2022 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic and administrative activities .

#### Agenda:

- KTU academic audit
- NAAC related works.

**IQAC** Coordinator

Copy to all IQAC members

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Ref No: TCE/IQAC/2021-22/Meeting/45

Dated: 27/07/2022

## Internal Quality Assurance Cell [IQAC]

### Minutes of the Meeting

A meeting was held on 27th July 2022 at 2.00 pm and following are the resolution made.

#### Agenda:

- KTU academic audit
- NAAC related works.

### Major decisions and Discussions

## Agenda 1: NAAC Accreditation

- Formation of various groups for NAAC criteria management
- Conducting awareness classes for NAAC works
- Data collection

## Agenda 2: KTU Academic audit

- External audit report reviewed.
- Decide to improve Placement training program as per the suggestions from external auditors.

	Acti	on Laken Report	of IQAC meetin 04-2022	g held on
S#	Decisions	Responsibility	Scheduled Date	Action Taken  Internal audit report submitted to
1	Academic monitoring and KTU audit	IQAC Coordinator	16/06/2022	principal. External audit date scheduled on 20/06/2022
	IEDC Cell Events.	IEDC cell coordinator	22/06/2022	IEDC registration process on progress



3	Club	Club coordinators	28/06/2022	Arts and fresher's day date time and venue scheduled.
4	NAAC related works.	IQAC coordinator	30/06/2022	Meeting with NAAC coordinator and criteria in charges conducted. Decided to submit IIQA before December 2022.

### **Members Present:**

SI.	Name and Designation	Signature
No.		Chairman
1	Dr. A J Paul (Principal)	Chairman
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	Member
3	Shijina B,HOD,CSE	
4	Erlin Antony, HOD, CH	حمله ع
5	Kiran K Murali, HOD, ME	ati ran hund
6	Mitta Ann Zacharia , HOD ,CE	Withan
7	Alby Alphonsa Joseph Asst. Prof CSE	Dough phas
8	Vineeth K Ass. Prof ME	Joinal
9	Jobin John , Prof ME	Johnson
10	Renjini K, Asst.Prof, CSE	(Plenting !
11	Ambily C Panicker, Asst Prof, EEE	Amblyle
12	Sreelatha K R(Senior administrative staff)	Subthe
13	Remya P V (Senior administrative staff)	Renyekk



14	Anisha G Kaimal (Member from local body)	Andre
15	Thomas Scar.a (Nominee from local society)	Mariba
16	Mathew Thomas (Alumni)	1 Strattons
17	Dijith J (Employer, Project manager Millennium Contracting)	Laptra
18	Abhilash C Anand (Employer)	Philade
19	Mollykutty Emmarwel	(1) Doslay
20	Ruben Jose Tom	Ruber

**IQAC** Coordinator

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KOTTAYAM, KERNAL 686 564



Ref No: TCE/IQAC/2021-22/Circular/46

Dated: 13/08/2022

#### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on 16<sup>th</sup> Agust 2022 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic and administrative activities.

#### Agenda:

- Admission Progress.
- Orientation class.
- KTU and Diploma examination.
- NAAC work Progress.

**IQAC** Coordinator

Copy to all IQAC members

Paul Ai



Ref No: TCE/IQAC/2021-22/Meeting/46

## Dated: 16/08/2022

### Internal Quality Assurance Cell [IQAC]

#### Minutes of the Meeting

A meeting was held on 16th July 2022 at 2.00 pm and following are the resolution made.

#### Agenda:

- Admission Progress.
- Orientation class.
- KTU and Diploma examination.
- NAAC work Progress.

### Major decisions and Discussions

## Agenda 1: Admission Progress

- Decide to update seat availability in each courses.
- Inform admission council members about the last date for admission.

# Agenda 2: Orientation coses for B.Tech and Diploma students

- Decide to conduct five days ordination classes based relevant topics. Arrange internal and external resource persons.
- Decide to make a collaboration with Srishti Campus for providing orientation classes in every year.

## Agenda 3: KTU and Diploma Examination.

Decided to conduct a meeting with exam coordinators of B.Tech and diploma to discuss about the hall arrangement for the examination.

## Agenda 3: NAAC work Progress

- Decide to arrange faculties from each department for collecting previous five years academic details for NAAC document preparation.
- Submit detailed report of infrastructure enhancement to attain accreditation.

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	Actio	n Taken Report o 27-07	f IQAC meeting 7-2022	g held on
S#	Decisions	Responsibility	Scheduled Date	Action Taken
1	KTU academic audit	IQAC Coordinator & HODs	27/06/2022	Internal audit report of each department from KTU compared. CSE and CH department
	271.10.1.1.11	IFDC cell		IEDC registration process

22/06/2022

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on progress

IEDC cell

coordinator

## **Members Present**:

2

NAAC related works.

Sl.	Name and Designation	Signature
<i>.</i>		Chairman
1	Dr. A J Paul (Director)	
	Joby Joseph, Asst. Prof EEE (Principal	Member
2	Diploma)	<u> </u>
3	Shijina B,HOD,CSE	
	Erlin Antony, HOD, CH	
4		
5	Kiran K Murali, HOD, ME	
6	Mitta Ann Zacharia , HOD ,CE	
7	Alby Alphonsa Joseph Asst. Prof CSE	
	Vineeth K Asst. Prof ME	
8		
9	Jobin John , Asst. Prof ME	
10	Renjini K, Asst.Prof, CSE	
11	Ambily C Panicket, Asst Prof, EEE	



Action Taken Report of IQAC meeting held on 27-07-2022				
S#	Decisions	Responsibility	Scheduled Date	Action Taken Internal audit report of each
1	KTU academic audit	IQAC Coordinator & HODs	27/06/2022	department from KTU compared CSE and CH department
	NAAC related works.	IEDC cell coordinator	22/96/2022	IEDC registration process on progress
2				

# Members Present:

Sl. No.	Name and Designation	Signature
1	Li. A J Paul (Director)	Chairman
2	Joby Joseph, Asst. Frof EEE (Principal	Member
3	Diploma) Shijina B,HOD,CSE	
4	Erlin Antony, HOD, CH	
5	Kiran K Murali, HOD, ME	
6	Mitta Ann Zacharia , HOD ,CE	
7	Alby Alphonsa Joseph Asst. Prof CSE	
8	Vineeth K Asst. Prof ME	
9	Jobin John , Asst. Prof ME	
10	Renjini K, Asst.Prof, CSE	
11	Ambily C Panicker, Asst Prof, EEE	



		The second secon
12	Sreclatha K R(Senior administrative staff)	
13	Remya P V (Senior administrative staff)	Annual Control of the
14	Anisha G Kaimal (Member from local body)	Airbo
15	Thomas Scaria (Normee from local society)	
16	Mathew Thomas (Alumni)	
17	Dijith J (Employer, Project manager Millennium Contracting)	1.
18	Abhilash C Anand (Employer)	
19	Mollykutty Emmanuel	
20	Ruben Jose Tom	

**IQAC** Coordinator

3



Dated: 10/09/2022

### CIRCULAR

This is to inform to all IQAC members that a meeting will be held on 13th September 2022 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic and administrative activities.

### **Agenda**

- Admission Progress.
- · Orientation class.
- KTU and Diploma examination.
- NAAC work Progress.

**IQAC** Coordinator



Copy to all IQAC members

Pad - AD Director

TOMS COLLEGE C- ENGINEERING

COTTANAM, KERALA - 686 564



Dated: 13/09/2022

# Internal Quality Assurance Cell [IQAC]

### Minutes of the Meeting

A meeting was held on 13th September 2022 at 2.00 pm and following are the resolution made.

### Agenda:

- Admission Progress.
- Orientation class.
- KTU and Diploma examination.
- NAAC work Progress.

### Major decisions and Discussions

### **Agenda 1: Admission Progress**

- Decide to update seat availability in each courses.
- Inform admission council members about the last date for admission.

### Agenda 2: Orientation classes for B.Tech and Diploma students

- Decide to conduct five days ordination classes based relevant topics. Arrange internal and external resource persons.
- Decide to make a collaboration with Srishti Campus for providing orientation classes in every year.

# Agenda 3: KTU and Diploma Examination.

Decided to cendust a meeting with exam coordinators of B.Tech and diploma to discuss about the hall arrangement for the examination.

# Agenda 3: NAAC work Progress

- Decide to arrange faculties from each department for collecting previous five years academic details for NAAC document preparation.
- Submit detailed report of infrastructure enhancement to attain accreditation.



	Action Taken Report of IQAC meeting held on 27-07-2022			
S#	Decisions	Responsibility	Scheduled Date	Action Taken
1	KTU academic audit	IQAC Coordinator & HODs	27/06/2022	Internal audit report of each department from KTU compared. CSE and CH department
2	NAAC related works.	IEDC cell coor-linator	22/06/2022	IEDC registration process on progress

# Members Present:

30

No.	Name and Designation	Signature
1	Dr. A J Paul (Director)	Chairman
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	Member
3	Shijina B,HOD,CSE	
4	Erlin Antony, HOD, CH	El
5	Kiran K Murali, HOD, ME	Le sente
6	Mitta Ann Zacharia, HOD, CE	4 Delha
7	Alby Alphonsa Joseph Asst. Prof CSE	Alala
8	Vineeth K Asst. Prof ME	Dengle
9	Jobin John, Asst. Prof ME	John John
10	Renjini K, As. Prof, CSE	Dengu
11	Ambily C Panicker, Asst Prof, EEE	Analy.

TOMS COLLEGE OF ENGINEERING
KOTTAYAM, KERALA - 686 564

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# Action Taken Report of IQAC meeting held on 27-07-2022

S#	Decisions	Responsibility	Scheduled Date	Action Taken
1	KTU academic audit	IQAC Coordinator & HODs	27/06/2022	Internal audit report of each department from KTU compared CSE and CH department
2	NAAC related works.	IEDC cell coordinator	22/06/2022	IEDC registration process on progress
	1 x 1 x x	,		9

### Members Present:

Sl. No.	Name and Designation	Signature
1	Dr. A J Paul (Director)	Chairman
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	Member
3	Shijina B,HOD,CSE	B
4	Erlin Antony, HOD, CH	Ela
5	Kiran K Murali, HOD, ME	Le sente
6	Mitta Ann Zacharia, HOD, CE	4 Detha
7	Alby Alphonsa Joseph Asst. Prof CSE	FRAJa
8	Vineeth K Asst. Prof ME	Dente
9	Jobin John, Asst. Prof ME	Job Job.
10	Renjini K, As. Prof, CSE	Renju
11	Ambily C Panicker, Asst Prof, EEE	Andy.

Director
TOMS COLLEGE OF ENGINEERING
KOTTAYAM, KERALA - 686 564



# TOMS COLLEGE OF ENGINEERING

### A VISVESWARAYA GROUP INSTITUTION

12	Sreelatha K R(Senior administrative staff)	Fresh Kit
13	Remya P V (Senior administrative staff)	Renge.
14	Anisha G Kair al (Member from local body)	Amha
15	Thomas Scaria (Nominee from local society)	There.
16	Mathew Thomas (Alumni)	1 SHE
17	Dijith J (Employer, Project manager Millennium Contracting)	LAMR
18	Abhilash C Anand (Employer)	Adribah
19	Mollykutty Einmar Lel	Molikally
20	Ruben Jose Tom	Rubin

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IQAC Coordinator

Director
TOMS COLLEGE OF ENGINEERING
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Dated: 22/10/2022

### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 28th October 2022 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic and administrative activities.

### Agenda:

- KTU audit

- NBA accreditation for Discoma
  Diploma audit by SITTER
  Internal Examination B. Tech and Diploma
- IQAC reconstitution.

**IQAC** Coordinator

Copy to all IQAC members

Director

TOMS EQLIEGE OF ENGINEERING

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KOTTAYAM, NUKALA - 686 564



Dated: 28/10/2022

# Internal Quality Assurance Cell [IQAC]

### Minutes of the Meeting

A meeting was held on 28th October 2022 at 2.00 pm and following are the resolution made.

### Agenda:

- KTU audit
- NBA accreditation for Diploma
- Diploma audit by SITTER
- NAAC work for B.Tech.
- IQAC Reconstitution.

### Major decisions and Discussions

### Agenda 1: KTU Audit

- Decide to conduct internal audit on 09/11/2022.
- External audit agas scheduled on last week of November 2022.

# Agenda 2: NBA accreditation for Diploma

- Decide to conduct a meeting with HODs of Diploma steams for the arrangements of NBA accreditation works.
- Decide to collect previous three years academic details five branches of diploma (CE,CH,ME,AU & EE)

# Agenda 3: Diploma audit By SITTER.

 Decide to reconstitute DQAC for Diploma and all academic audit activities of diploma are planned and documents prepared under the control of DQAC coordinators.

### Agenda 4: NAAC work Progress

 Deside to conduct a meeting with criteria in charge for verifying data collected and completed documents.

> KOTTAYAM, KERALA - 686 564 Mattakara P.O.



# Agenda 5: IQAC Reconstitution

• Decide to reconstitute IQAC with HODS of Diploma.

	Action Taken Report of IQAC meeting held on 27-07-2022				
S#	Decisions	Responsibility	Scheduled Date	Action Taken	
1	Admission Progress.	Principal &	28/07/2022	Admission list submitted to governing body	
2	Orientation class.	IQAC coordinator & HODs	30/07/2022	Orientation class time table for all branches finalized and submitted to principal.	
3	KTU and Diploma examination	Exam coordinator	30/07/2022	Duty list of invigilators submitted to principal	
4	NAAC work Progress	IQAC & NAAC coordinators	2/08/2022	Daily work report from  June to August submitted	

### Members Present:

Sl. No.	Name and Designation	Signature
1	Dr. A J Paul (Director)	Chairman
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	Member
3	Shijina B,HOD,CSE	
4	Erlin Antony, HOD, CH	
5	Kiran K Murali, HOD, ME	

Paul Ai



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**IQAC** Coordinator



Director
TOMS COLLEGE OF ENGINEERING

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Ref No: TCE/IQAC/2022-23/IQAC/ Notification/9

Dated: 31/10/2022

# NOTIFICATION

Subject: Reconstitution of Internal Quality Assurance Cell

The Principal is pleased to reconstitute the Internal Quality Assurance Cell (IQAC) comprising of the following members for a period of one year for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the College.

SL Na.	Name and Designation	Status in the committee
1	Dr. A J Paul (Director)	Chairman
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	Member
3	S-tijina B,HOD,CSE (B.Tech)	IQAC Coordinator
4	Erlin Antony, HOD, CH (B.Tech)	Member
5	Kiran K Mursti, HOD, ME (B.Tech)	Member
6	Mitta Ann Zacharia , HOD ,CE (B.Tech)	Member
7	Kurian Thomas HOD AU (Diploma)	Member
	Simi K Raveendran HOD CE (Diploma)	Member
8		Member
9	Reena Joseph HOD CH (Diploma)	Member
10	Anandhu S HOD EEE (Diploma)	Member
11	Sahil Khadhar HOD ME (Diploma)	
12	Alby Alphonsa Joseph Asst. Prof CSE	Member
13	Vineeth K Asst. Prof ME	Member
14	Jobin John , Asst. Prof ME	Member





	A VISVESWARATA GROU		
15	Renjini K, Asst.Prof, CSE	Member	
16	Ambily C Panicker, Asst Prof, EEE	Member	
17	Sreelatha K R(Senior administrative staff)	Member	
18	Remya P V (Senicr administrative staff)	Member	
19	Anisha G Kaimal (Member from local body)	Member	
20	Thomas Scaria (Nominee from local society)	Member	
21	Mathew Thomas (Alumni)	Member	
22	Dijith J (Employer, Project manager Millennium Contracting)	Member	
23	Abhilash C Anand (Employer)	Member	
	Nominee from Trust		
24	Mollykutty Emmanuel	Member	
25	Ruben Jose Tom	Member	

Principal/Director

### Copy To:

- 1. Chairman

- principal
   Administrative Office
   All the members of the Committee and Squad.
   College Website

307



Dated: 07/11/2022

### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 10<sup>th</sup> November 2022 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic and administrative activities.

### Agenda:

- Academic Monitoring
- NAAC & NBA work progress
- KTU Audit.

**IQAC** Coordinator

Copy to all IQAC members

Paw. Ai

Dated: 10/11/2022

### Internal Quality Assurance Cell [IQAC]

### Minutes of the Meeting

A meeting was held on 10<sup>th</sup> November 2022 at 2.00 pm and following are the resolution made.

### Agenda:

- Academic Monitoring
- NAAC & NBA work progress
- KTU Audit.

### Major decisions and Discussions

### Agenda 1: Academic Monitoring

- Second internal examination for B.Tech and Diploma.
- Internal and attendance submission.
- DQAC meeting report review.

### Agenda 2: NAAC & NBA work progress

- Deside to submit IIQA on December 31<sup>st</sup> 2022
- Preparation of CO PO attainment for each courses under B. Tech and Diploma.

### Agenda 3: KTU Audit

- Decide to conduct internal audit before 14/11/2022.
- Inform DQAC coordinators to complete all audit documents and submit to IQAC.



# TOMS COLLEGE OF ENGINEERING

### A VISVESWARAYA GROUP INSTITUTION

A STATE OF THE PARTY OF THE PAR	A VISVESWARATA GROU		
5	Kiran K Murali, HOD, ME (B.Tech)	Member	Linu
6	Mitta Ann Zacharia, HOD, CE (B.Tech)	Member	Mitta
7	Kurian Thom: HOD AU (Diploma)	Member	Kuringhos
8	Simi K Ravecudran HOD CE (Diploma)	Member	Saik
9	Reena Joseph HOD CH (Diploma)	Member	Painda
10	Anandhu S HOD EEE (Diploma)	Member	Anundhu
11	Sahil Khadhar HOD ME (Diploma)	Member	Sahith
12	Alby Alphonsa Joseph Asst. Prof CSE	Member	Ally Alphon
13	Vineeth K Asst. Prof ME	Member	Pende
14	Jobin John , Asst. Prof ME	Member	- Jeben
15	Renjini K, Asst.Prof. CSE	Member	Steven
16	Ambily C Panicker, Asst Prof, EEE	Member	Anbly
17	Sreelatha K R(Senior administrative staff)	Member	Sumbles
18	Remya P V (Senior administrative staff)	Member	Penys
19	Anisha G Kai: al (Member from local body)	Member	

**IQAC** Coordinator



Paw. Aj



Dated: 17/01/2023

### **CIRCULAR**

This is to inform to all IQAC members that a meeting will be held on 10<sup>th</sup> November 2022 at 2.00 pm in principal's room and all committee members should attend the meeting to discuss about the Academic and administrative activities .

### Agenda:

- · Academic Monity ing.
- NAAC Work for SSR submission.
- KTU Audit report review

**IQAC** Coordinator

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Copy to all IQAC members



Dated: 17/01/2023

# Internal Quality Assurance Cell [IQAC]

### Minutes of the Meeting

A meeting was held on 17th January 2023 at 2.00 pm and following are the resolution made.

### Agenda:

- Academic Monitoring.
- NAAC Work for SSR 30 bmission.
- KTU Audit report review

### Major decisions and Discussions

### Agenda 1: Academic Monitoring

- Submission of internal and attendance of S3, S5 and S7 B. Tech to KTU Portal.
- Internal submission of diploma.
- Internal lab exan sation timetable setting.

### Agenda 2: NAAC work progress

- Preparation SSR for submission.
- Preparation for IQAC annual Report

### Agenda 3: KTU Audit

- External audit report review (KTU).
- Scheduling date for internal audit of S1 B.Tech

TOMS COLLEGE OF ENGINEERING Mattakara P.O. 686 564 Mattakara KOTTAYAM, KERALA 686 564



# Action Taken Report of IQAC meeting held on 10-11-2022

S#	Decisions	Responsibility	Scheduled Date	Action Taken
1	Academic Monitoring	IQAC coordinator & HODs	12/11/2022	Final internal and attendance sheet submitted .Couse files of all completed semester submitted at library.
2	NAAC & NBA work progress.	IQAC coordinator, NAAC coordinator & HODs	28/11/2022	1. Documents for submitting IIQA completed and verified by NAAC coordinator.  2. Students and faculty details, various cell constitution details of each department for the purpose of NBA accreditation  Submitted
3	KTU Audit	IQAC Coordinator	14/11/2022	Internal audit conducted.  Audit report submitted to principal

Director

Director

TOMS COLLEGE OF ENGINEERING

Mattakara P.O.

Mattakara P.O.

KOTTAYAM, KERALA - 686 564



# **Members Present:**

No.	Name and Designation	Signature
1	Dr. A J Paul (Director)	
2	Joby Joseph, Asst. Prof EEE (Principal Diploma)	
3	Shijina B,HOD,CSE (B.Tech)	
4	Erlin Antony, HOL, CH (B.Tech)	Polis
5	Kiran K Murali, HOD, ME (B.Tech)	Kirand
6	witta Ann Zacharia, HOD, CE (B.Tech)	
7	Kurian Tlomas HOD AU (Diploma)	Kurian
8	Simi K Raver an HOD CE (Diploma)	Jan
9	Reena Joseph JIOD CH (Diploma)	Hein
10	Anandhu S HOD EEE (Diploma)	Anunch
11	Sahil Khadhar HOD ME (Diploma)	ES!
12	Alby Alphonsa Joseph Asst. Prof CSE	Albytoh
13	Vineeth K Asst. Prof ME	Die
14	Jobin John , Asst. Prof ME	
15	Renjini K, Asst.Prof, CSE	Reys
16	Ambily C Panicker, Asst Prof, EEE	Ambig
17	Sreelatha K R(Senior administrative staff)	Rolehork
18	Remya P V (Senior administrative staff)	Panya
19	Anisha G Kaimal (Member from local body)	Ancha

**IQAC** Coordinator

TOMS COLLEGE OF ENGINEERING

Matlakara P.O.

Matlakara P.O.

KOTTAYAM, KERALA 686 564