

**MINUTES OF THE FIRST MEETING OF INTERNAL QUALITY
ASSURANCE CELL (IQAC) DATED 27th July 2017, TIME 4.00 PM,
VENUE: CH SQUARE**

Agenda of meeting

A-1 NAAC accreditation process

A-2 Academic and quality policy of the institute

A-3 Academic auditing to be done on ongoing semester

Members Present

1. Dr.M. Abdul Majeed, Chairperson, IQAC and Principal, YCET Kollam.
2. Mr.Noushad Younus, Executive Director, Member from Management.
3. Bindu S R Social Worker & Nominee from Local Society.
4. Prof.U Rasheed Kutty, Nominee from Local Society.
5. Prof.P.Sreeraj, H.O.D, Mechanical Department & Coordinator,IQAC.
6. Prof C Mrinalinidevi, H.O.D, Civil Engg.
7. Prof Nijil Raj N, H.O.D, Computer Science &Engg.
8. Prof S K Rajeev H.O.D,Electronics Engg.
9. Prof Maya P P H.O.D, Electrical & electrical Engg.
10. Prof Jumilthu Beevi D Assosiate professor Mechanical engineering.
11. Abijith Son, College Union Chairman.
12. Mr.Abdul Khader Administrative officer.
13. Mr.Biju R Administrative Assistant.
14. Mrs.Vijayakumari S Office Superintendent.
15. Prof Aleena A Lathif Civil Department.

16. Prof Riyas A Electronics and Communication Department
17. Prof Akhila M Haneef Electrical Department
18. Prof Arun Raj Computer Science Department
19. Prof Liji A Former Alumni.
20. Mr.Vineesh Vishwanathan, Goods on India limited, Industrial expert.
21. Mr.Oommen Panicker Librarian YCET.
22. Mr.M Pramod Physical Education Director YCET.

Special invitees

1. Prof M Abdul Rasheed Rtd Faculty from TKMCE
2. Mr.Shajhan Younus Director YCET.

Principal welcomed members for the first meeting of IQAC. He explained the objectives and strategies of IQAC which is constituted with the vision of transforming Younus College of Engineering in to a center of excellence in engineering education and research. The need for an Institutional quality policy was emphasized by Noushad Younus member, Fathima Memorial Educational Trust.

Prof P.Sreeraj coordinator NAAC stressed on the need of taking a holistic view towards quality excellence instead of only concentrating on NAAC Accreditation. He said that the education system has now shifted from input based to outcome based. Taking in to account the expectations of all stakeholders and also the socio-economic situation, macro level and micro level plans should be made and executed. The macro level plan includes design of relevant curriculum, deciding teaching strategy to develop out of box thinking capacity of students. The micro level action may include group of courses or details within the course. Objectives

of each course should be designed such that the objective of complete programme is achieved. He also suggested conducting another round of SWOT analysis and feeling that IQAC could handle this responsibility successfully.

Item No. A. 1: NACC accreditation process: Meeting discussed the matter in detail. IQAC coordinator informed that the Self Assessment Report (SAR) for the UG programmes in Civil engineering, Mechanical engineering, Electrical engineering, Electronics and Communication engineering and Computer Science and engineering to be made as early as possible. A committee is constituted to monitor the document preparation for the accreditation process.

Item No. A. 2: Formation of Quality Policy of the institute: Meeting resolved to form a subcommittee with Prof Nijil Raj as convener, Prof. Latha and Mr. Aneesh. P.Thankachan as members to formulate quality policy of the institution in consultation with the Principal. The committee is also entrusted to submit their proposal in the next meeting.

Item No. A. 3: Academic Auditing to be done in the ongoing semester: It is suggested that for effective monitoring and maintaining academic quality across all departments within the institution, conducting periodic academic audits are to be effectively carried out. It is resolved that the Convener of IQAC shall take necessary steps towards the conduct of the academic audit.

The meeting came to an end at 4.30pm with a formal vote of thanks from coordinator

Coordinator, IQAC

Principal

(Chairman, IQAC)