

**MINUTES OF THE SECOND MEETING OF INTERNAL QUALITY
ASSURANCE CELL (IQAC) DATED 3rd January 2018, TIME 10
AM, VENUE: CH SQUARE**

Agenda of meeting

A-1 Conformation of quality policy, vision and mission of college and departments

A-2 Preparation of teaching calendar, teaching plan in elaborated manner

A-3 Digitalization of all aspects of teaching and non teaching

A-4 Review of first IQAC meeting

A-5 Any other matters

Members Present

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

14. Prof Riyas A, Electronics and Communication Department
15. Prof Arun Raj, Computer Science Department
16. Prof Liji A, Former Alumni.
17. Mr. Vineesh Vishwanathan, Goods on India Limited, Industrial expert.
18. Mr. Oomen Panicker, Librarian YCET.
19. Mr.M Pramod, Physical Education Director YCET.

Following members should not present in the meeting due to unavoidable reasons

1. Bindu S R, Social Worker & Nominee from Local Society.
2. Prof Akhila M Haneef, Electrical Department
3. Mrs.Vijayakumari S, Office Superintendent.

Special invitees

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

Principal welcomed members for the second meeting of IQAC. He discussed the strategies of IQAC and confirmed the quality policy, vision and mission of college and departments.

The meeting discussed the teaching plan in elaborated manner with teaching calendar. The subcommittee with Prof Nijil Raj as convener, Prof. Latha and Mr. Aneesh. P.Thankachan formulated quality policy of the institution in consultation with the Principal. The committee is submitted their proposals in this meeting such as digitalization of all aspects of teaching and non teaching.

IQAC coordinator 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 and also he reviewed first IQAC meeting.

The chairperson concluded the meeting with vote of thanks. Next meeting will be conducted on 12th July 2018.

Coordinator, IQAC

Principal
(Chairman, IQAC)