

**MINUTES OF THE THIRD MEETING OF INTERNAL QUALITY
ASSURANCE CELL (IQAC) DATED 12th JULY 2018, TIME 10 AM,
VENUE: CH SQUARE**

Agenda of meeting

A-1 Confirmation 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 progress of NAAC

A-5 Reconstituting of IQAC

A-6 Review of second IQAC meeting

A-7 Any other matters

Members Present

1. Dr.P Sreeraj , Chairperson, IQAC and Principal, YCET Kollam.
2. Prof Aleena A Lathif, Civil Department, IQAC Coordinator
3. Mr.Noushad Younus, Executive Director, Member from Management.
4. Prof.U Rasheed Kutty, Nominee from Local Society.
5. Prof Jumilthu Beevi D, H.O.D, Mechanical Department
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. Sachin, College Union Chairman.
- 11.Mr. Abdul Khader Administrative officer.
- 12.Mr.Biju R, Administrative Assistant

- 13.Prof Riyas A, Electronics and Communication Department
- 14.Prof Akhila M Haneef, Electrical Department
- 15.Mrs.Vijayakumari S, Office Superintendent.
- 16.Bindu S R, Social Worker & Nominee from Local Society.
- 17.Prof Liji A, Former Alumni.
- 18.Mr.M Pramod, Physical Education Director YCET.
- 19.Prof Arun Raj, Computer Science Department
- 20.Mr. Vineesh Vishwanathan, Goods on India Limited, Industrial expert.
- 21.Mr. Oomen Panicker, Librarian YCET

Special invitees

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

Principal welcomed members for the third 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.

Committee reviewed the progress of NAAC. IQAC was reconstituted by having a new Chairman, coordinator and college union chairman. Dr P Sreeraj constituted as Chairman, Aleena A Lathif as coordinator and Sachin as college union chairman. 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 4th January 2019.

Coordinator, IQAC

Principal
(Chairman, IQAC)