

**MINUTES OF THE FOURTH MEETING OF INTERNAL QUALITY
ASSURANCE CELL (IQAC) DATED 4th JANUARY 2019, 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 progress of NAAC

A-5 Approval of sports, arts

A-6 Reconstituting of IQAC

A-7 Review of third IQAC meeting

A-8 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. Arun Chand, Electrical Department
15. Mrs. Rajalekshmi, 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.

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

1. Prof Arun Raj, Computer Science Department
2. Mr. Vineesh Vishwanathan, Goods on India Limited, Industrial expert.
3. 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 fourth 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. The committee also discussed about the approval for conducting sports and arts in college.

Committee reviewed the progress of NAAC.

- Committee also selected a new IQAC member Mrs. Rajalekshmi (Administrative Staff) instead of Mrs. Vijayakumari S.
- Also the committee appointed Prof. Arun Chand from Electrical Department instead of Prof. Akhila M Haneef.

The chairperson concluded the meeting with vote of thanks. Next meeting will be conducted on 4th July 2019.

Coordinator, IQAC

Principal
(Chairman, IQAC)