



COLLEGE OF ENGINEERING TRIKARIPUR

(Under the Co-operative Academy of Professional Education, Estd. by the Government of Kerala)

Approved By AICTE Affiliated to APJ Abdul Kalam Technological University

An ISO 9001:2015 Certified Institution

Accredited By NAAC and NBA (EEE)

Minutes of the IQAC meeting held on 22-10-2020

Agenda : 1) Internal audit

Members Present

1. Dr. Vinod Pottakulath
2. Dr. Naveena A.K
3. Dr. Roshina K.V
4. Ms. Sheena K
5. Mr. Akhil Chandran M
6. Mr. Suresh kumar A V
7. Ms. Shyni T V
8. Mr. Sreekanth P
9. Mr. Santhosh S.N

Decisions:

1. The meeting was conducted online through Google meet at 4.00P.M.
2. The Meeting discussed the circular from KTU regarding the academic audit. As per the order a three member committee which include one IQAC member will conduct the online audit of each department.
3. Each department has to upload all the details required for the audit in the IQAC drive before 2-11-2020.
4. A general Feedback will be collected from the students regarding the effectiveness of online classes and subject wise feedback of all the subject will be taken before 28-10-2020.
5. Meeting concluded at 5.15 P.M.



WJ
22/10/2020
Principal
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Minutes of the IQAC meeting held on 22-12-2020

- Agenda : 1) Academic Matters
2) AQAR uploading

Members Present

1. Dr. Vinod Pottakulath
2. Dr. Naveena A.K
3. Dr.Roshina K.V
4. Ms. Sheena K
5. Mr. Akhil Chandran M
6. Mr. Suresh kumar A V
7. Ms. Shyni T V
8. Mr. Sreekanth P
9. Mr. Santhosh S.N

Decisions and Action taken report:

1. The meeting was conducted online through Google meet at 4.00P.M.
2. Based on the feed back collected on the effectiveness of online class and faculty feedback collected through CMS, it decided to conduct a workshop/Webinar on the topic "How to improve the online class".
3. As per the decision of IQAC meeting on 29-07-2019, IQAC directed faculties to motivate students to enrol for the AICTE-SWAYAM course. Accordingly, more students and faculties attended and got certification from AICTE-SWAYAM MOOC course.
4. Online Induction Programme conducted for the First semester students from 30-11-2019 to 4-12-2019.
5. IQAC with the help of all the staff in the college collected the required data to upload in the annual report 2019-20.
6. Decided to upload the AQAR for the year 2019-20 before 31-12-2020.
7. Meeting concluded at 5.00 P.M.



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Minutes of the IQAC meeting held on 22-03-2021

Agenda : 1) Academic Matters

2) Feed back collected from Faculty, Students, Alumni and Employer

3) AQAR uploading

Members Present

1. Dr. Vinod Pottakulath
2. Dr. Naveena A.K
3. Dr. Roshina K.V
4. Ms. Sheena K
5. Mr. Shylesh Kumar M K
6. Mr. Suresh Kumar A V
7. Ms. Shyni T V
8. Mr. Sreekanth P
9. Mr. Santhosh S.N

Decisions and Action taken report:

1. The meeting was conducted online through Google meet at 4.00P.M.
2. IQAC discussed the University result and suggested that remedial classes has to be arranged by all the department to improve the result.
3. Based on the feed back collected on the curriculum IQAC suggested to conduct workshop and seminars to fill the gap in the curriculum.
4. The IQAC appreciated the alumni involvement in supporting students by providing mobile phones during the pandemic condition and suggested that the involvements of Alumni has to be improved in all activities.
5. IQAC-AQAR 2019-20 report was uploaded in the NAAC portal, asper the suggestion the modified report will upload before the last date
6. Meeting concluded at 5.00 P.M.



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22 03 2021
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Minutes of the IQAC meeting held on 23-06-2021

Agenda : 1) S8 University Examination

- 2) Internal Examination for S6,S4,S2
- 3) Internal audit
- 4) Faculty Feedback
- 5) Any other matters

Members Present

1. Dr. Vinod Pottakulath
2. Dr. Naveena A.K
3. Dr. Roshina K.V
4. Ms. Sheena K
5. Mr. Suresh kumar A V
6. Mr. ShyleshKumar M.K
7. Ms. Shyni T V
8. Mr. Sreekanth P
9. Mr. Santhosh S.N

Action taken report:

1. IQAC coordinator reported that AQAR report for the academic year 2019-20 submitted by college has accepted after correction.
2. Faculties from various department reported that remedial classes were conducted to improve the result as suggested in the IQAC meeting.

Discussion and Decisions:

3. The meeting was conducted online through Google meet at 4.00P.M.
4. The Meeting discussed the circular from KTU regarding the S8 University Examination. As per the order IQAC has to monitor the S8 online University Examination. Accordingly a three member from each department is nominated by IQAC as follows

<u>Department</u>	<u>Faculty Name</u>	<u>Duty/Position</u>
Civil Engineering	Ms. Shyni T.V	HoD
	Ms. Sahana	Scrutinizer
	Ms. Thamara	Approval
Computer Science &Engg	Dr. Naveena A.K	HoD
	Ms. Shabna Salam	Scrutinizer
	Ms. Sheena K	Approval
Information Technology	Mr. Akhil Chandran M	HoD
	Mr. Praveen K Wilson	Scrutinizer
	Mr. Rafeekh A.P	Approval

Electrical and Electronics	Dr. Mohanalin	HoD
	Ms. Fousiya	Scrutinizer
	Mr. Sijith D.K	Approval
Electronics and Comm.	Mr. Mahesh V V	HoD
	Ms. Jyothi K	Scrutinizer
	Ms. Deepthi	Approval

5. Course committee has to be constituted and convened before the internal examination of S2,S4, and S6 scheduled from 25/06/202. Common question paper has to be prepared for common course. As per the university order internal examination for each course has to scheduled for 1 hour and the maximum marks is 25.
6. All faculties have to complete document of academic file before the internal academic audit.
7. Faculty feedback is initiated in the campus management software.
8. IQAC suggested to conduct two workshops, one to improve the online education and the second to create an awareness to all the faculties about the NAAC criterion, since the college is decided to apply for reaccreditation.
9. Meeting concluded at 4.45 P.M.



Handwritten signature
 23 06 2021
 Principal
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