

MARIAN ENGINEERING COLLEGE

MARIAN EDUCITY, KAZHAKKOOTTAM
THIRUVANANTHAPURAM, KERALA -
695582



IQAC ANNUAL REPORT 2024-2025

INTERNAL QUALITY ASSURANCE CELL

iqac@marian.ac.in

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INTERNAL QUALITY ASSURANCE

IQAC

OBJECTIVES

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

VISION

To foster a culture of academic excellence and professional growth through the continuous improvement of institutional processes.

MISSION

- **Operational Excellence:** Systematize academic and administrative performance through consistent monitoring.
- **Quality Benchmarking:** Establish and maintain high standards for all institutional activities.
- **Learner-Centric Focus:** Create an environment that fosters student success and faculty growth.
- **Stakeholder Synergy:** Use feedback from students, parents, and industry to drive continuous refinement.
- **Integrity & Audit:** Ensure transparency through regular internal and external quality evaluations.

IQAC COMPOSITION (2024-25, 2025-26)

Chair Person	Dr M Abdul Nizar, Principal
Management Representative	Rev. Father Dr. AR John
IQAC Coordinator	Dr Vijayalekshmy S, Professor – Dept. of EEE
Members : Administrative Officer(s)	Dr A Samson, Dean (Academics)
	Rev.Fr.Jim Carvin Roach , Burzar (Hostel Warden)
	Dr. Sheeja Augustine, (Professor : Dept. of CSE) KTU Coordinator
	Dr Rani V (Asso. Prof & HoD : Dept. of CE) NAAC Cordinator
	Dr. Arun Kumar V (Asso. Professor : Dept. of ME) NBA Coordinator
	Dr PM Ajith (Professor : Dept. of ME) NBA Sub Coordinator
	Ms Remola Joy (Asso. Professor : Dept. of ECE) , AICTE Coordinator
	Mr Kannan K (Asst Professor ;Dept of CE) KTU Exam cell Coordinator
	Ms Dhanya Mathew (Asst. Professor : Dept. Of ECE) Internal Exam cell Coordinator
	Dr Shreeleksmi R, Professor & HoD , Dept of CSE
	Prof. Balu John, Professor & HoD , Dept of AH
	Dr Berlin Selva Rex C R, Professor & HoD, Dept. of ME
	Prof R Harikumar, Professor & HoD , Dept of EEE
	Prof, Vinitha B Elza, Asso Professor & HoD , Dept of ECE
	Dr. Manoj M, Professor & HoD , Dept of ES
	Dr. Shibulal A L, Professor & HoD , MBA dept.
Members : Faculty (DQAC)	Mr Pramodraj T P, Asst. Professor : Dept. of ME
	Ms C Minnu Jayan, Asst. Professor : Dept. of ECE
	Ms Valsa Basil, Asst. Professor : Dept. of EEE
	Ms Nisha J R, Asst. Professor : Dept. of CSE
	Ms Tara Leander, Asst. Professor : Dept. of CE
	Dr. Sini S S, Asst. Professor : Dept. of Science & Humanities
	Dr. Aswathy S U, Professor : Dept. of AH
	Ms Rinu Joe, Asst. Professor, Dept. of EEE
Administrative Staff Representative	Mr Jerard M, Administrative Officer
Nominee from local Society	Dr. Leninlal M, Karakulam Gramapanchayath Member & Kerala University Senate Member
Nominee from Alumni	Ms Devika Rajesh, 2018-22 – Dept. of EEE
Nominees from Employers/ Industrialists/ Stakeholders	Mr Sreekumar V , Centre Head, Tata Elxsi
	Mr Suresh Babu B V Managing Director, Ottotractions, Trivandrum
	Mr Abhilash G S, Managing Director, Polus Software Pvt Ltd, Technopark
	Mr Akash B, CEO, General Electrical Onshore, Trivandrum
Library Representative	Dr. Unnikrishnan Namboothiri, Chief Librarian
Technical Staff representative	Mr. Justin JS, Lab Instructor, Dept. of ME
Student Representative	Senate Chairperson

FUNCTIONS

1. Development and application of quality benchmarks/ parameters for various academic and administrative activities of the institution;
2. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
3. Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
4. Dissemination of information on various quality parameters to all stakeholders; organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
5. Documentation of the various programmes/activities of the institute leading to quality improvement;
6. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
7. Development and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality;
8. Periodical conduct of Academic and Administrative Audit and its follow-up
9. Preparation and submission of the Institution Quality Assurance Report (IQAR) as per guidelines and parameters of NAAC
10. Preparation of Preparation and submission of the Self Assessment Report for NBA

2f CERTIFICATION 2024



उच्च शिक्षा आयोग
UGC Website: www.ugc.ac.in
No. 8/1-31602/24 (CPP-1C) Regd.

विश्वविद्यालय अनुदान आयोग
University Grants Commission
(विश्व शिक्षा आयोग, भारत सरकार)
(Ministry of Education, Govt. of India)
बंगला रोड, नयाँ दिल्ली - 110 002
Bahadur Shah Zafar Marg, New Delhi - 110 002



आप-विश्व विद्यापीठ

By-Email

F. No. 8-739/2024(CPP-1C)

December, 2024

The Registrar,
APJ Abdul Kalam Technological University
CET Campus, Ambady Nagar
Thiruvananthapuram - 695 016
Kerala

18 DEC 2024

Sub: -Recognition of College under Section 2 (f) of the UGC Act, 1956.

Sr,

I am directed to refer to the letter No. MEC/QR-72/PRL/24-25/172 dated 16.10.2024 received from the Principal, Marian Engineering College, Menamkulam, Kazhakkuttom, Thiruvananthapuram-695 582, Kerala on the above subject and to say that it is noted that the College is un-aided/self-financed and temporarily affiliated to APJ Abdul Kalam Technological University, Thiruvananthapuram. I am further to say that the name of the following College has been included in the list of Colleges prepared under Section 2(f) of the UGC Act, 1956 under the head 'Non-Government Colleges teaching upto ~~Master's~~ **Master's** Degree:-

Name of the College	Year of Establishment
Marian Engineering College, Menamkulam, Kazhakkuttom, Thiruvananthapuram-695 582, Kerala AISHE CODE:- C-43603	2001

The Indemnity Bond and the other supporting documents submitted in respect of the above College have been accepted by the University Grants Commission.

Yours faithfully,


(Dr. Nikhil Kumar)
Deputy Secretary

Copy to:-

1. The Principal, Marian Engineering College, Menamkulam, Kazhakkuttom, Thiruvananthapuram-695 582, Kerala
2. The Secretary, Government of India, Ministry of Education, Department of Higher Education, Shastri Bhawan, New Delhi - 110 001.
3. The Principal Secretary, Department of Higher Education, Government of Kerala, Hr. Govt. Sectt. Annex, Government Secretariat, Thiruvananthapuram - 695 001. (Kerala).
4. The Joint Secretary, CDB Bureau, Net Office, South Campus of Delhi University, Benito Jhuarez Marg, New Delhi - 110 021.
5. The Deputy Secretary (Publication), UGC, with the request to update the list of colleges on UGC website.

041/46


(Shila Ranga)
Section Officer

QUALITY INITIATIVES BY IQAC

1. Planning & Benchmarking

The academic year begins with the **IQAC Committee** setting the roadmap.

- **Academic Calendar:** A detailed calendar is prepared, including internal exam dates, Class/Course/Advisory/PTA meetings, scrutiny, assignments, Portion completion scheduling and event slots.
- **Standard Setting:** Quality benchmarks are established for Course Files, internal test and reporting of meeting minutes.
- **Outcome Mapping:** Every course is mapped to specific **Course Outcomes (COs)** and **Program Outcomes (POs)** to align with Outcome-Based Education (OBE) standards.

2. Instructional Delivery & Monitoring

Once the semester starts, the focus shifts to maintaining high delivery standards.

- **Course File Maintenance:** Faculty maintain a "Theory Course File" and "Lab Course File" which are indexed and verified regularly.
- **Class & Course Committees:** Regular meetings are held between faculty and student representatives to identify and resolve immediate learning hurdles.

3. Student Support & Mentoring

To ensure holistic quality, MEC adopts a personalized approach to student growth.

- **Advisory System:** Each student is assigned a **Staff Advisor** who monitors academic progress, attendance, and personal well-being.
- **Remedial Support:** Students struggling with specific subjects are identified via internal tests and provided with bridge courses or remedial classes.
- **Skill Enhancement:** Integration of NPTEL/SWAYAM courses and technical club activities (like IEEE, Mechatronics Club) to bridge the industry-academia gap.

4. Feedback & Assessment

Data-driven decision-making is the core of MEC's quality cycle.

- **Multi-Level Feedback:** Feedback is systematically collected from:
 - **Students:** Course Exit Surveys, Program Exit Surveys and Faculty Feedback.
 - **Alumni & Parents:** Annual meets and surveys.
 - **Employers:** To assess the industry readiness of graduates.
- **Continuous Internal Evaluation (CIE):** Internal assessment tests are conducted using standardized question paper templates to ensure rigor.

5. Audit & Action Taken Report (ATR)

The final step ensures that the feedback loop is closed.

- **Internal Academic Audit:** The **Internal Audit Cell (IAC)** conducts periodic audits of department records and faculty performance.
- **External Audit:** Preparing for and undergoing audits by the **APJ Abdul Kalam Technological University (KTU)** and accreditation bodies like **NBA** and **NAAC**.
- **ATR Implementation:** Based on audit findings and stakeholder feedback, an **Action Taken Report** is generated and presented to the Governing Body to implement necessary reforms for the next cycle.

6: Digital Governance (ETLAB)

- **Verification of Digital Records:** IQAC monitors ETLAB to ensure faculty upload course plans, attendance, and internal marks on time, ensuring transparency.
- **Automated Quality Tracking:** IQAC uses the system to automatically track **CO-PO attainment** (Outcome-Based Education), which is essential for NBA/NAAC accreditation.
- **Feedback Management:** IQAC centralizes all stakeholder feedback (Student/Alumni/Parent) through ETLAB to generate **Action Taken Reports (ATR)**.
- **Audit Readiness:** IQAC ensures that all digital evidence is organized and indexed in ETLAB, making the institution **instantly ready** for university (KTU) or national audits.

7. Institutional Documentation & Outreach (Marian Moments)

The IQAC oversees the publication of "**Marian Moments**," the official quarterly newsletter, to document and disseminate the college's milestones.

- **Evidence-Based Reporting:** Serves as a systematic record of all academic, co-curricular, and extra-curricular activities for NAAC/NBA documentation.
- **Achievement Recognition:** Highlights faculty research publications, student innovations, and placement success to foster a culture of healthy competition.
- **Stakeholder Communication:** Acts as a bridge between the institution and its stakeholders (parents, alumni, and industry partners) by sharing quarterly progress.
- **Continuous Legacy:** Ensures that the "Best Practices" of the college are archived and visible, providing a clear trajectory of the institution's growth over time.

PLAN OF ACTION

Plan of action chalked out by the IQAC at the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

PLAN OF ACTION	ACTION TAKEN
Development and application of quality benchmarks and Periodical conduct of Academic and Administrative Audits	<ul style="list-style-type: none"> • Conducted Academic and Administrative Audit • Conducted departmental audits on a regular basis • Coordinated NBA accreditation criteria files documentation process for all engineering programs. • Participated in KIRF and NIRF survey • Approved under UGC 2(f) category
Ensuring quality of academic planning and delivery	<ul style="list-style-type: none"> • Preparation of academic calendar • Ensuring adherence to the calendar in the conduct of Internal examination • Monthly verification of Course file and ETLAB updation by IQAC coordinator. • Regular monitoring of remedial coaching
Institutional MoU with other institutions and bodies of corporate	Institution had signed Memorandum of Association with various institutions of repute aiming at providing Value added programmes, Faculty Exchange and Student Exchanges as well as Internship
Observance of days of national and international importance	Various days of National and International relevance like Independence Day, Republic Day, Yoga Day, Anti-Narcotics Day, Kerala Piravi, and Reading Day etc to name some, were observed.
Sensitising students to values, ethics and rights through various programmes	Conducted Seminars in Gender equality, Human Rights, Intellectual Property rights etc

<p>Collection and analysis of feedback from all the stakeholders on quality-related institutional processes</p>	<p>Collected feedback on curriculum, delivery and other aids in the teaching-learning process from students, teachers, alumni and employers</p>
<p>Facilitating faculty development to adopt the required knowledge and technology for participatory teaching and learning process</p>	<ul style="list-style-type: none"> ▪ Conducted Faculty development programmes ▪ Initiated financial assistance to help faculty members to attend at least one Faculty development programme in a semester ▪ Provided training to new faculty members on Etlab ▪ Provided hands-on training to staff members in OBE implementation ▪ Recommended Cash award to faculty members who secure patents and publish Scopus-indexed or SCI-indexed research papers, book chapters, and other recognized scholarly works.

MEMORANDUM OF UNDERSTANDING

The details of active Memoranda of Understanding (MoUs) with private sector companies, government departments, and public sector undertakings are presented below.

Sl No	Company
1	Ottotractions
2	KWA
3	TIMed SCTIMST
4	CDAC
5	IIIC Kollam
6	ASAP Kerala
7	Civilianz Skillz
8	Land Coordinate Technologies
9	GEOERA INFRASTRUCTURES, KOLLAM
10	Simple Logic Solutions
11	Polus Software Pvt Ltd
12	UNO Technology Pvt Ltd
13	BIMLABS
14	Centre for Environment and Development (CED)
15	Habilete Learning Solutions PVT Ltd. Kollam
16	Shanoor Homes
17	Geonyms Academy
18	CAD center
19	NISH
20	Riga technical university
21	Turtle Smart Solutions Ltd
22	Gathik Greenery Pvt Ltd
23	U S Technology International Pvt Ltd
24	Kerala State Nirmitti Kendra
25	English Indian Clays Limited (EICL)
26	Q Crete Readymix India Pvt Ltd
27	Accubits Technologies
28	Theia new consultancy LLP, Mumbai
29	Wattsun Academy 7 Research Centre
30	Red Hat India Pvt limited
31	Kerala Agro Machinery Corporation Ltd
32	BPIS (Be Positive Institute for Skilling Pvt Ltd)

Sd/-
Dr. Vijayalekshmy S
IQAC Coordinator

Sd/-
Dr. Samson A
Dean

Sd/-
Dr. Abdul Nizar M
Principal

05-08-2025