

MARIAN ENGINEERING COLLEGE , MENAMKULAM, KAZHAKKOOTTAM			
Subject : Academic & Administrative Matters		Meeting Number 0002/IQAC- CR/2025	
Mode : Offline		4/2/2025	Time: 30.00p
No.	Action Taken (Meeting Number :0001IQAC-CR/2025)	Action by HoDs	Statu
2/1	The first preliminary audit of S2, S4, S6, and S8 classes was conducted by the respective Heads of Departments.		
3/1	The IQAC Coordinator prepared the question paper format for the first series test of S2, S4, S6, and S8 classes.	IQAC coordin ator	
5/1	A draft of the internship guidelines for S8 students was prepared.	Principa l	
Minutes of Meeting			
1/2	The Guidelines for the Internship of S8 students were presented, and necessary revisions and formatting suggestions were incorporated before finalization.	Principal	
2/2	The first preliminary audit reports of the departments were reviewed.	Principal	
3/2	The IQAC Coordinator presented the question paper format for S2, S4, S6, and S8 classes, which was approved after incorporating certain corrections.	IQAC Coordina or	

IQAC Coordinator

Pri

IQAC Meeting

4/2/2025

Members present .

1. Dr Abdul Nizam
2. Dr A. Samson
3. Dr. Reniv
- 4.
5. Dr. Ajith P.M. , NBA Co-ordinator
6. IQAC Co-ordinator Dr. Vijayarajeshmy. S
7. NBA - Co-ordinator Dr. Arun Kumar
8. Dr. Sheela P. G.
9. Kannan K. (KIU Exam Cell, DS)
10. Shanya Mathew (Jat-Exam Cell)

MARIAN ENGINEERING COLLEGE, MENAMKULAM, KAZHAKKOOTAM

Subject : Academic & Administrative Matters		Meeting Number 0003/IQAC- CR/2025	
Mode : Offline		3/3/2025	Time 30.0
No.	Action Taken (Meeting Number :0002/IQAC-CR/2025)	Action by IQAC	Sta
1/2	The guidelines and application form for the internship of eighth semester students have been finalized.		
<b>Minutes of Meeting</b>			
1/3	It was decided to circulate the approved question paper format to all faculty members via email from the IQAC.	Principal	
2/3	The status of the Course Committee, Class Committee, and Advisory Committee meetings was reviewed.	Principal	
3/3	The IQAC Coordinator presented the second series test question paper format for S2, S4, S6, and S8, aligned with the structure used in the first series test. The format was approved following the incorporation of necessary corrections.	IQAC r	
4/3	The IQAC Coordinator presented the retest format for S2, S4, S6, and S8 classes, along with the Assignment 3 format for S4, S6, and S8. The formats were approved after incorporating certain suggestions.		

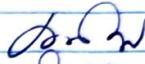
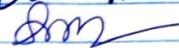
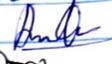
  
IQAC Coordinator

  
Pri

IQAC Meeting

3/3/2025

Members present.

1. Dr. M. Balaji M. M. 
2. Dr. A. Srinivasan 
3. IQAC Co-ordinator Dr. Vijayalakshmy S. 
4. NAAC Co-ordinator Dr. Ravi V. 
5. NBA - Co-ordinator Dr. Anubhav 
6. Dr. Ajith P.M., NBA Coordinator 
7. Dr. Shreeja Dey 
8. Kannan C. (KTC DS, Exams) 
9. Dhya Math (Int-Exam cell) 

<b>MARIAN ENGINEERING COLLEGE , MENAMKULAM, KAZHAKKOOTTAM</b>			
<b>Subject : Academic &amp; Administrative Matters</b>		<b>Meeting Number 0004/IQAC- CR/2025</b>	
<b>Mode : Offline</b>		<b>3/4/2025</b>	<b>Time 30.00</b>
<b>No.</b>		<b>Action by</b>	<b>Stat</b>
<b>Minutes of Meeting</b>			
1/4	<p>It was decided to conduct the IQAC Internal Audit for the even semester of the Academic Year 2024-25 (S4, S6, S8) and the odd semester (S1 - KTU 2024 Scheme) from <b>11th to 24th April 2025</b>, following the format provided in the attachments.</p> <ul style="list-style-type: none"> <li>DQAC Coordinators should communicate any findings related to course file verification, particularly non-conformities, directly to the concerned department faculty members.</li> <li>Auditors shall complete their audits within the scheduled timeframe and submit a hard copy of the audit report to the IQAC by <b>25th April 2025</b>.</li> <li>Auditors should also verify the final attainment sheets of the course files for the odd semester (S3, S5, S7) of the Academic Year 2024-25.</li> <li>The details regarding IQAC Internal Audit shall be communicated to faculty members via email from IQAC.</li> <li>The list of auditors has been reviewed and approved by the IQAC members.</li> </ul>	IQAC Coordina tor	
2/4	The committee reviewed and approved the self-appraisal form for the academic year 2024-25.	IQAC Coordina tor	

*[Signature]*  
IQAC Coordinator

*[Signature]*  
P.

*IPAC Meeting.*

*3/4/2025*

- Members present*
- 1. Dr. Madhu Nigam* *[Signature]*
  - 2. Dr. A. Sankar* *[Signature]*
  - 3*
  - 4. Dr. Vijayakrishna S. IPAC co-ordinator* *[Signature]*
  - 5. Dr. Ajith P.M, KJBA Co-ordinator* *[Signature]*
  - 6. Dr. Sheela Dhanu* *[Signature]*
  - 7. Kannan K. (Ds, Exams, KTU)* *[Signature]*
  - 8. Dhya Mathu (Internal Council)* *[Signature]*

<b>MARIAN ENGINEERING COLLEGE , MENAMKULAM, KAZHAKKOOTTAM</b>			
<b>Subject : Academic &amp; Administrative Matters</b>		<b>Meeting Number: 0005/IQAC-CR/2025</b>	
<b>Mode : Offline</b>		2/5/2025	Time: 130.00p
<b>No.</b>	<b>Action Taken (Meeting Number :0004/IQAC-CR/2025)</b>	<b>Action by IQAC</b>	<b>Status</b>
1/4	Internal Audit by IQAC was completed and the report was given to IQAC by Auditors		
<b>Minutes of Meeting</b>			
1/5	The meeting reviewed the audit reports submitted by the IQAC. It was observed that some faculty members had not submitted their course files and KTU audit files for verification.  • It was decided to send a letter highlighting the non-conformities identified during the internal audit to the respective Heads of Departments for further action	Dean	
2/5	The meeting decided to circulate the self-appraisal form for the academic year 2024-25 to all faculty members via IQAC mail.	IQAC Coordinator	

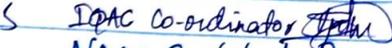
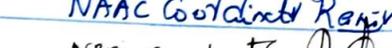
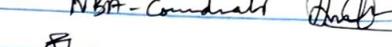
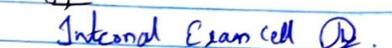
  
IQAC Coordinator

  
Princi

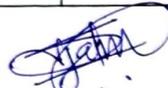
IQAC Meeting

2/5/2025

Members present

- 1 Dr Abdul Nizam M 
- 2 Dr A. Samban 
- 3
- 4 Dr Vijayalakshmy S 
- 5 Dr. Ravi V 
- 6 Dr. Arunkumar V 
7. Dr. Shreeji Puskas 
8. Dhanya Mathas 
- 9) 1

MARIAN ENGINEERING COLLEGE, MENAMKULAM, KAZHAKKOOTTAM			
Subject : Academic & Administrative Matters		Meeting Number: 0006/IQAC-CR/2025	
Mode : Offline		16/6/2025	Time: 12.30.00pm
No.	Action Taken (Meeting Number :0006/IQAC-CR/2025)	Action by	Status
1/5	The audit reports were presented in the Academic Council meeting and subsequently circulated to all HoDs.	IQAC	
2/5	The self-appraisal form was emailed to all faculty members.	IQAC	
Minutes of Meeting			
1/6	A draft copy of the academic calendar, prepared in line with the KTU calendar, was presented.	IQAC Coordinat or	
2/6	The draft version of the student handbook was circulated for corrections.	IQAC	

  
IQAC Coordinator

  
Principal

IQAC Meeting  
16/6/2025

12.30pm.

- (1)
- (2)
- (3) Vijayalakshmy.S. 
- (4) Dhanya Mathew (Internal Exam Cell) 
- (5) Dr. Ashwathkumar (NBA Co-ordinator) 
- (6) Dr. Kannan K (KTU Exam) 
- (7) Dr. Rani V (NAAC Co-ordinator) 
- (8) Dr. Sheeja Augustine) 

MARIAN ENGINEERING COLLEGE, MENAMKULAM, KAZHAKKOOTTAM			
Subject : Academic & Administrative Matters		Meeting Number: 0007/IQAC-CR/20	
Mode : Offline		14/7/2025	Time: 30.00
No.	Action Taken (Meeting Number :0007/IQAC-CR/2025)	Action by	Statu
1/6	The college academic calendar for S3, S5, and S7 was circulated to all staff members via email.	IQAC	
2/6	The draft copy of students handbook was prepared.	IQAC	
Minutes of Meeting			
1/7	The course committees for various common courses were prepared and circulated for suggestions or changes. <ul style="list-style-type: none"> <li>It was decided to send emails regarding the course committee, class committee, and advisory meetings, along with their respective agendas.</li> </ul>	IQAC Coordinator or	
2/7	It was decided that the academic calendar for S1 classes would be prepared once the KTU calendar is published.	IQAC	

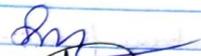
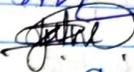
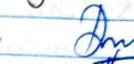
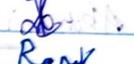
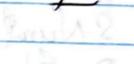
  
IQAC Coordinator

  
Principal

IQAC Meeting  
14/7/2025

1:00 pm

Members present

- 1) Dr A. James 
- 2) Vijayarajeshkumar S. 
- 3) 
- 4) Dr. Arunkumar (NBA-coordinator) 
- 5) Kannan K. (DS, Exams, KTU) 
- 6) DT Raniv (NAAC Coordinator) 
- 7) Dhanya Mathew (Internal Exam Cell) 
- 8) Dr. Sheeja Dgusty 
- 9) Dr. Reshmy DS (NAAC) 

KTU audit Manual 2025 reg. at the Mechanist  
Principals conference hall on 25/11/25. @ 02:00pm

Agenda.

1. Regarding New Audit manual 2025
2. Any other matters regarding.

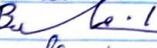
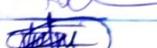
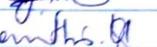
Members present:-

- |                       |                        |       |
|-----------------------|------------------------|-------|
| 1. Fr. A.R. John      | John                   |       |
| 2. Dr. A. Jambon      | Jambon                 |       |
| 3. Abdul Rizam Bin    | Rizam                  |       |
| 4.                    |                        |       |
| 5. VINITHA. B. ECOM   | CLH. B. E              |       |
| 6. Dr. Vijayalakshmy, | 8 IQAC Co-odn          | Jalal |
| 7. S. Nurul Huda      | ES                     |       |
| 8. Dr. Shreelekshmi R | HOD CSE                |       |
| 9. Arun J             | (First year conductor) |       |
| 10. Dr. Ajith P.M.    | MED                    |       |
| 11. Dr. C.R. Basil    | MED                    | Basil |
| 12. R. Itankumar      | EED                    |       |
| 13. Dr. Reshmy D.S    | CE D                   |       |
| 14. TARA LEANDER      | CE D                   |       |
| 15. Aswathy T.K       | AH                     |       |
| 16. BALU JOHN         | AH                     |       |
| 17. VALSA BASIL       | EE                     |       |
| 18. Nisha J R         | CSE                    |       |
| 19. Sreedevi V.V      | Maths                  |       |
| 20. Pramod Raj T.P.   | ME                     |       |
| 21. Minnu Jayan C     | ECE                    |       |
| 22. Dr. Arunkumar V   | NET-conductor          |       |

# Autonomy opportunities and challenges - 26/11/25

By - Rev. Fr. Dr. Jose Kannampuzha  
- Academic Director Jyothi Engg. College,  
Thrissur.

  
26/11/2025

Sl. No.	Name of faculty	Dept	Signature
1.	Dr. Ajith P.M	ME	
2.	Dr. Arunkumar V	ME	
3.	Dr. J	ME	
4.	R. Harikumar	EE	
5.	Dr. M. Manoj	EC	
6.	Dr. Shibilal M	MBA	
7.	Fr. Jim Gavin Roach	BURDAR	
8.	M. Gananya Pathyanesan	MBA	
9.	Dr. Swothi S	MBA	
10.	Dr. Sarada Gopalakrishnan	MBA	
11.	Dr. C.P. Berlin	M.E	
12.	EVANKUMAR.G	ECE	
13.	Ninu John	MBA	
14.	Dr. Vijayalakshmi	EEE	
15.	Dr. Shanthi K.P	ECE	

5/2/2026

Members present  
KTU Activity points (2024 Scheme)

Sl No.	Name	Department Advisor (Class)	Signature
1	Abdul Wazir	IPAC	[Signature]
2	Nyazalekshmy.S	CSE (S2R1)	[Signature]
3	Nishley G. Joseph	CSE (S2R2)	[Signature]
4	NISHA JR	CSE (S2R1)	[Signature]
5	SWAPNA H	AH	[Signature]
6	Neethu Akkorapatty	CSE (S4R2)	[Signature]
7	Dr. Anusha B	CSE (S4R1)	[Signature]
8	Shakthi.P.S	CSE (S4R3)	[Signature]
9	Nitha.K.Rozario	ES (S4ES)	[Signature]
10	Ajana J	EE (S2)	[Signature]
11	Vidyaaraj.K (ES)	ES (S2)	[Signature]
12	Josaida.E	CSE (S4R2)	[Signature]
13	Sreekrity.S.Vinod	CSE (S4R3)	[Signature]
14	Ravathi.B.R	AH (S2)	[Signature]
15	Aswathy PV	CS (S2R2)	[Signature]
16	Veena Ramachandran.L	CSE (S2R3)	[Signature]
17	Binsi P	ES (S4ES)	[Signature]
18	Anam Betty A.S	AH (S2AH)	[Signature]
19	Dbaya L	ES (S4EC)	[Signature]
20	Anni Mathew	CSE (S2R3)	[Signature]
21	Kaathika Sreenkan	BC (S4BC)	[Signature]
22	Sreehatskshmi.A	ES (S4EC)	[Signature]
23	Jithan Aniyankunji	CSE (S2R3)	[Signature]
24	Bijus Kumar.G	EEE (S2EEE)	[Signature]
25	Valsa Bai	EEE (S2EEE)	[Signature]
26	Deena Paul	EEE (S2EEE)	[Signature]

27.	Deepthi Denneson	CE (S4C)	[Signature]
28.	Greeshma.T	CE (S4D)	[Signature]
29.	Thanga Thamarai N.G.S	EEE (S4E)	[Signature]
30.	Kanham K.	CE (S2C)	[Signature]
31.	TARA LEANDER	CE (S2C)	[Signature]
32.	Rejnu.C.M	CE (S4C)	[Signature]
33.	PAJANEESH.P.CHANDRAN	ME (S4M)	[Signature]
34.	Deepak Peter	ME (S4M)	[Signature]
35.	Alastair.Y.V	EEE (S2EE)	[Signature]

Agenda.

- To discuss on matters related to 2024 KTU scheme Activity points to staff Advisors of S2 & S4 classes

Minutes

- Principal presented the guidelines for documenting the activity points of 2024 scheme to the staff advisors.
- The need for making aware the student aware on the various groups and sub groups regarding the activity points were highlighted.
- The activity points attained by students upto till date need to be collected with evidance for recording in the KTU portal.
- This record the records are to be submitted during KTU audit.

Action Taken