

30/5/2025

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Venue : IQAC Room

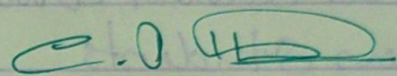
Date & Time : 30/5/2025 at 10 AM.

Agenda :-

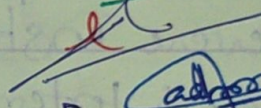
1. Review of Progress on Academic activities.
2. Preparation and Strategy for Renewal of NBA
3. Review of Placement activities.
4. Conduction of Academic audit
5. Review of Functions and reports of Various Committees.

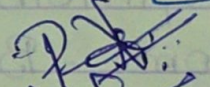
Members Present :-

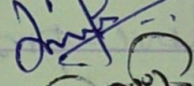
1. Dr. Jesutharass. C.P.
2. Mr. T.K. Basheer
3. Dr. Abdul Gaffoor. M
4. Mr. Nadher. A
5. Ms. Shiji. K.
6. Mr. Padmakumar. K.
7. Mr. Anoop. A
8. Mr. Vijay Kesavans.
9. Mr. Vipinkrishnan. C.V
10. Ms. Haritha. S
11. Ms. Sajila. A.K.
12. Ms. Resmi Madhavan
13. Mr. Anas Moideen. A
14. Mr. Athul Krishna. N.P.
15. AMBILI. P.V

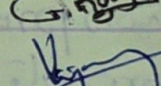


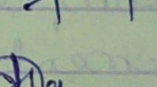


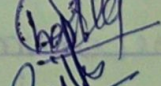


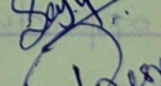




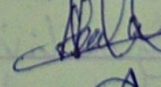


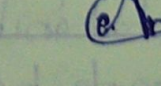












Discussions / Decisions :-

- The academic calendar for the year 2025-26 was presented and discussed. The Committee approved the calendar and instructed all departments to strictly adhere to the scheduled academic and co-curricular activities.
- The IQAC coordinator suggested to introduce Smart Board for improving teaching-learning process, and give suggestions to conduct mentoring effectively to

- improve the result.
- Heads of Depts., presented their departmental academic plans, faculty workload distribution, laboratory schedules, project activities and student mentoring plans. The committee advised all depts., to ensure timely completion of syllabus and continuous monitoring of student performance.
 - The Committee discussed to conduct Student Induction Programme, Bridge courses, Career Guidance Programmes, value added courses, and Soft Skill Training for first-year students.
 - The Schedule for Internal Academic Audits was finalised. Depts., were instructed to maintain updated course files, Lesson Plans, Internal Assessment Records, Laboratory Records, and Outcome - Based Education (OBE) documentation.
 - Faculty development programmes, workshops, seminars and certification programmes were planned to enhance teaching competencies and research capabilities of faculties.
 - The Placement cell presented the annual Placement Strategy. Members recommended strengthening industry collaborations, internship opportunities, industrial visits and employability skill training.
 - The committee also discussed research publications, consultancy activities, innovation projects, extension programmes, environmental initiatives, NSS activities & community outreach programmes to be conducted during the academic year.
 - Dr. Abdul Rafoor M. (Principal, KMCT IETM) briefed the committee on the activities related to NBA renewal. Mr. Padmakumar. K. (HOD, M.E) was appointed as the NBA coordinator by the Committee.
 - Decided to form a Stream committee for the trial run in the Mechanical Engineering department.
 - The IQAC coordinator explained the schedule for collecting feedback from students regarding faculty & faculty. The committee resolved to analyse the feedback periodically & implement corrective measures for continuous improvement.

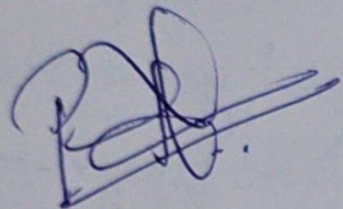
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Action Taken :-

- All academic departments have been officially instructed to strictly adhere to the scheduled academic and co-curricular activities.
- Smart boards have been implemented in the class rooms.
- Guidelines for enhanced teaching-learning practices and robust mentoring have been circulated to the faculty.
- conducted orientation programmes for first years students on 28th July 2025 and Special Orientations programmes were conducted from July 29th to August 1st, 2025.
- The Placement Cell has begun expanding outreach and core - internship opportunities. Also conducted Placement drive for final years students at regular intervals (21/4/26, 18/4/26 etc....).
- Faculty members have been encouraged to step up research publications.
- Proposals are being drafted for innovation projects, extension programmes, environmental initiatives, NSS activities and community out-reach plans to be executed throughout the academic years.
- Internal audits were conducted for all departments.
- conducted two Faculty development programmes (FDP) for faculties and Staffs on June 20th & 21st 2025 and January 20th 2026.
- The activities related to NBA renewal were reviewed. Mr. Padmakumar, HOD in M.E was appointed as NBA coordinator.

- A stream committee was constituted for the department of M.E and initiated the trial run process.
- collected student-feedback regarding campus facilities and faculty. A systematic process has been put in place to analyze the data.



IBAC Coordinator

