



# **MET'S SCHOOL OF ENGINEERING, MALA, THRISSUR**

## **INTERNAL QUALITY ASSURANCE CELL**

The internal audit cell was established in 2015 and was reconstituted as Internal Quality Assurance Cell (IQAC) as per the academic audit manual 2019 of the University to initiate, monitor, evaluate and report on relevant measures to upgrade the quality of teaching, learning, and evaluation and research initiatives in the campus. The objective of the cell is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution at all levels with the involvement of all stakeholders.

### **OBJECTIVES**

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- The relevance and quality of academic and research programmes;
- Equitable access to and affordability of academic programmes for various sections of society;
- Optimization and integration of modern methods of teaching and learning;
- The credibility of evaluation procedures;
- Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- Sharing of research findings and networking with other institutions in India and abroad.

No: METS/A/2019

19-09-2019

NOTIFICATION

As per APJ Abdul Kalam Technological University Rules, every college shall have an Internal Quality Assurance Cell Constituted by the Principal as per the Academic Audit manual 2019 of the University with the following as members.

Internal Quality Assurance Cell

- |                              |  |                   |
|------------------------------|--|-------------------|
| 1) Chairman                  | Dr.P.Suresh Venugopal  | Principal         |
| 2) Co-ordinator              | Prof.K.N Ramesh  | HOD BSH<br>Member |
| 3) Dr.Arun M.P               | HODS1S2  |                   |
| 4) Dr.Balasundaram           | Dean Research  |                   |
| 5) Prof.M.V Jobin            | HOD ME   |                   |
| 6) Prof.Linss T Alex         | HOD-EEE  |                   |
| 7) Prof.Elsa Jose Palatty    | HOD-ECE  |                   |
| 8) Prof.Deepak Varghese      | HOD-BTE  |                   |
| 9) Prof.Sunil S S            | HOD-CSE  |                   |
| 10) Prof.Asmin A J           | HOD-CE   |                   |
| 11) Dr.Sunil Antony Aynikkal | Management Trustee Member                                      |                   |
| 12) Sri.T.G Narayanan        | Administrator  |                   |
| 13) Ms.Anusree M.            | Student member-S7BTE   |                   |
| 14) Mrs.Bindu                | Local Society-Panchayat member                                 |                   |
| 15) Ms.Lakshmi Sooraj        | Almini-2019 pass out ECE                                       |                   |
| 16) Mr.Prasanth V.           | Industrial Nominee-Group manager,PPC&IE,Appolo TyresLTD        |                   |
| 17) Mr.V.G.Sankaranarayanan  | Professional Body member,FIE Chairman,IE Thrissur Local Centre |                   |

  
Principal

## Minutes of the meeting held on 20/9/2019

### Members Present

- ① Dr. P. Sureshvenkatesh - Panapal
- ② M.V. JOBIN
- ③ Sunil-SS
- ④ Eka Jose
- ⑤ Deepak Varghese
- ⑥ Asmin
- ⑦ Arun. M.P.
- ⑧ K.N. Ramesh
- ⑨ T.G. Narayanan
- ⑩ Lissa T Alex
- ⑪ ~~Lakshmi Soodraj~~
- ⑫ Anusree M

⑬ The meeting decided to re-constitute IAC as IQAC as per the Academic Audit manual 2019 of the university with the following as members:

- ① chairperson: Dr. P. Sureshvenkatesh Panapal
- ② CO-ordinator: Prof K.N. Ramesh - HOD, BSH.

#### Members:

- ③ Dr. Arun. M.P. - HOD-SS2
- ④ Dr. Balasundaram - Dean Research.
- ⑤ Prof. M.V. Jobin - HOD-ME
- ⑥ Prof Lissa. T. Alex. HOD-EEE
- ⑦ Prof Eka John Palathy HOD-ECE
- ⑧ Prof Deepak Varghese - HOD-BTE.
- ⑨ Prof Sunil-SS - HOD CSE
- ⑩ Sri. T.G. Narayanan - Administrative OFFICER.
- ⑪ STUDENT-MEMBER: Anusree M. S, BTE.
- ⑫ Local Society : Mrs. Bindhu - Panchayat Member.
- ⑬ Alumni : Lakshmi Soodraj - 2019 Passout - ECE.
- ⑭ Industrial Advisor: PRASANTH.V. - Group Manager, PPC + IE, APPELO TYRES LTD
- ⑮ Professional body Member: Mr. V.G. Sankaranarayanan. FIE. Chairman, IE-Thiruvur Local Centre.

⑯ The meeting decided to conduct First Internal Audit from 30/9/2019 to 5/10/2019.

⑤ The meeting decided to Conduct Creative Residential Camp for students in view of the forthcoming University Examination.

⑥ Also decided to appreciate the best Performers of 2019 even Semester university examination in the College assembly at the earliest.

*Hanif*  
Coordinator

*[Signature]*  
Chair Person

Minutes of the meeting held on 18/7/2020

Members Present:

- Dr. P. Suresh - Principal
- Sunit. SS - HOD CSE
- Jobin. M.V. - HOD ME
- Deepak Varghese - HOD BTE
- Lisel. T. Alex - HOD EEE
- T. G. Nanyanan - Administrator
- K. N. Ramesh - HOD BSH.

\* In this pandemic situation, the meeting decided to organize on-line seminars the following on-line seminars:

- ① 5/8/2020 - Webinar on the TOPIC:  
"Science & Technology in the Present Scenario"  
SPEAKER: Padmarathnan. Dr. G. Madhavan Nair  
(organisers: NSS & IEDC units of MET'S).
- ② 15/9/2020 - (Engineer's Day) - Webinar on  
the TOPIC: Role of Engineers in the Present  
Scenario  
SPEAKER: Premkrishnan IAS  
Sub-Collector, Devikulam.  
(organiser: NSS & IEDC units of MET'S)

\* The meeting also decided to conduct internal  
Audit on 4-11-2020 (Fin-2020-21)

*(Signature)*  
(Coordinator)

*(Signature)*  
Chairperson

Minutes of the meeting held on 29/1/2021

Members Present:

- ① Dr. P. Suresh - Pinnapal
- ② Deepak Varghese - HOD-BTE
- ③ M. V. Jobin - HOD, ME
- ④ Sunil S-S - HOD, CSE
- ⑤ Lina T-Alex - HOD, EEE
- ⑥ T. G. Narayanan - Administrator
- ⑦ K. N. Ramesh - HOD-BSH/CE

\* The meeting discussed about the online <sup>in this Pandemic Situation</sup> practical classes and decided that HOD's should monitor the practical ~~for the~~ classes for proper completion of the experiments.

\* The meeting decided to conduct second internal Audit on 17/2/2021.

\* Also decided to give off-line practical sessions / ~~for~~ theory sessions in the month of February & March before the university exams for 3<sup>rd</sup> & ~~1<sup>st</sup>~~ 1<sup>st</sup> Semester students.

## Minutes of the meeting held on 17/9/2021

### Members Present:

1. Prof. Binu B. Pillai - Principal
2. Deepak Vaghare - HOD-BTE
3. M.V. Jobin - HOD-ME
4. Sruthy S - HOD, CSE
5. Jeein George - HOD, EEE
6. T. G. Narayan - Administrator
7. Ashreek Antony - Student
8. K-N. Ramu - HOD-BSH

⊕ The IQAC reconstituted with the following as the members for the period 2021 - 2023:

CHAIRMAN: BINU B. PILLAI - PRINCIPAL

CO-ORDINATOR: K-N. RAMESH - Professor & Head - BSH

MEMBERS: Deepak Vaghare - HOD-BTE

M.V. JOBIN - HOD-ME

Sruthy S - HOD-CSE

Jeein George - HOD-EEE

SUNIL ANTONY - TRUSTEE

T.G. NARAYANAN - ADMINISTRATOR

ASHEEK ANTONY - STUDENT

LALSHMI SOORAJ - ALUMNI

PRASANTH.V - INDUSTRIAL NOMINEE

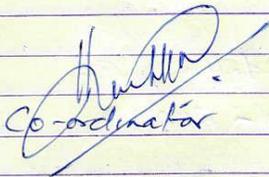
V.G. SANKARANARAYANAN - Professional  
Body Member

⊕ The meeting discussed about Percentage of students attaining B-Tech. For the year 2021, the percentage was 47 (i.e. 47% pass out).

⊕ The meeting targeted for 50% pass out for

the year 2022.

- (\*) The meeting decided to conduct antidrug campaign in the public place like Mala Junction, Valapattambam Junction, Kuzhur Junction & Annamada Junction by in the month of December 2021 by the NSS unit in association with Mala Excise Range Office.

  
Co-ordinator

  
Chairperson

## NOTIFICATION

The IQAC reconstituted with the following as the members for the period 2021-2023:

INTERNAL QUALITY ASSURANCE CELL			
Chairman	BINU B PILLAI	PRINCIPAL	principal@metsengg.ac.in, PRINCIPAL, METS SCHOOL OF ENGINEERING, MALA
COORDINATOR	K N RAMESH	HOD BASIC SCIENCE & HUMANITIES	proramesh50@gmail.com, HOD, DEPT OF BSH, METS SCHOOL OF ENGINEERING, MALA
Member	JOBIN M V	HOD MECHANICAL ENGINEERING	jobin027@gmail.com, HOD, DEPT OF ME, METS SCHOOL OF ENGINEERING, MALA
Member	DEEPAK VARGHEESE	HOD BIOTECHNOLOG Y	deepakdeepuz@gmail.com, HOD, DEPT OF BT, METS SCHOOL OF ENGINEERING, MALA
Member	SRUTHY M S	HOD COMPUTER SCIENCE ENGINEERING	sruthymsoman@gmail.com, HOD, DEPT OF CSE, METS SCHOOL OF ENGINEERING, MALA
Member	JERIN GEORGE K	HOD COMPUTER SCIENCE ENGINEERING	jerinkundukulangara@gmail. com, HOD, DEPT OF EEE, METS SCHOOL OF ENGINEERING, MALA
Member	DR. SUNIL ANTONY	TRUSTEE	MALA EDUCATIONAL TRUST, KURUVILASSERY
Member	BINDHU BABU	PANCHAYAT MEMBER	MALA GRAMA PANCHAYAT
Member	T G NARAYAN	ADMINISTRATOR	administrator@metsengg.ac.i n, ADMINISTRATOR, METS SCHOOL OF ENGINEERING, MALA
Member	ASHEEK ANTONY	STUDENT	MET'S SCHOOL OF ENGINEERING, MALA
Member	LAKSHMI SOORAJ	ALUMINI	MET'S SCHOOL OF ENGINEERING, MALA

Member	PRASANTH V	INDUSTRIAL NOMINEE	GROUP MANAGER. APPOLO TYRES LTD
Member	V G SANKARANARA YANAN	PROFESSIONAL BODY	THE INSTITUTE OF ENGINEERS, THRISSUR CENTER

Minutes of the meeting held on 15/2/2022

Members Present:

- 1) Binu B. Pillai - Principal (Chairperson)
- 2) M.V. Jobin - HOD, ME
- 3) Deepak Varghese - HOD, BTE
- 4) Jenn George - HOD, EEE
- 5) Shrutya S. - HOD, CSE
- 6) P.G. Narayanan - Administrator
- 7) Ashuk Antony - student
- 8) K.N. Ramakrishna - HOD, BSN - Co-ordinator.

\* The meeting targeted for 5% increment in odd semester results than last academic year.

\* Decided to conduct internal audit on 15/3/2022.

\* Decided to organize Blood Donation Camp on March 2<sup>nd</sup> (NSS + IMA, Thrissur

Jointly).

\* To organize Placement drives: Accenture: March 13 + 14, Tech Mahindra: March 31  
 Infosys: March 25/Sutherland: March 25, Bspiders: 18<sup>th</sup> May

Kunhikrishnan  
 Co-ordinator

J.M.  
 Chairperson

Minutes of the meeting held on 18/5/2022

Member present:

- ① Binu-B. Pillai - Principal (Chairperson)
- ② Skully-S - HOD-CSE
- ③ Deepak Umhare - HOD-BTE
- ④ M.V. Jobin - HOD-ME
- ⑤ Skully-S - HOD-CSE
- ⑥ Jesin George - HOD-CEE
- ⑦ T.G. Narayan - Administrator
- ⑧ Ashreek Antony - Union Chairman (Student)
- ⑨ K.V. Ramk - HOD-BSA (Co-ordinator)

\* The meeting decided to conduct Career Guidance ~~class~~ awareness session for +2 students 4/6/2022.

\* To conduct internal Audit for the Current Semesters on 8/6/2022.

*K. Anitha*  
Co-ordinator

*BM*  
Chairperson

Minutes of the meeting held on 1/7/2022 -

Members Present:

- ① Biju A Pillai - Principal (Chairperson)
- ② K. N. RAMESH - HOD, BSA (Co-ordinator)
- ③ Sushy. M.S - HOD, CSE
- ④ Anu. M.V - AD/CSE
- ⑤ Sobin. M.V - HOD, ME
- ⑥ Deepak Varghese - BTE

- ① The meeting discussed in detail about the external audit report.
- ② The meeting decided to make improvement in the Faculty Qualification Index.
- ③ The meeting targeted for 5% increment in the cross semester results than last academic year.

④ Chairperson  
Co-ordinators

Chairperson  
01/7/2022

Action Taken:

- ① Recommended for appointing Senior Faculty members
- ② Decided to conduct Remedial classes for weak students' during study holidays.

Chairperson  
01/7/2022



# MET'S SCHOOL OF ENGINEERING

(Approved by AICTE and Affiliated to APJ Abdul Kalam Technological University & Department of Technical Education)  
An ISO 9001-2008 Certified Institution

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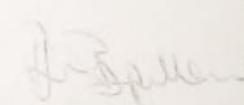
METS/A/2022

12/07/2022

## CIRCULAR

In modification of previous appointments the following orders are issued with immediate effect. The present arrangement of duties on other committees will remain as such.

- |                           |                       |
|---------------------------|-----------------------|
| 1. IEDC                   | Sri: Deepak Xaviour   |
| 2. Exam Cell              | Sri: Vivek M S        |
| 3. First Year Coordinator | Prof: K N Ramesh      |
| 4. IQAC                   | Sri: Deepak Vargheese |
| 5. Placement and Website  | Sri: Jerin George     |

  
Principal

Copy to

1. Sri: Deepak Xaviour
2. Sri: Vivek M S
3. Prof: K N Ramesh
4. Sri: Deepak Vargheese
5. Sri: Jerin George
6. Office

PRINCIPAL  
MET'S SCHOOL OF ENGINEERING  
KURUVILASSERY P.O. MALA, THRISSUR DIST.  
KERALA - PIN: 680 732



Minutes of the meeting held 17/10/2022.

Members Present:-

- ① BINU-B. PILLAI PRINCIPAL *17/10/2022*
- ② K.N. Ramesh HOD-BSH *3*
- ③ Sathy. M.S. HOD-CSE *200m*
- ④ Vivek. M.S. AP/ME *1m*
- ⑤ Justin George AP/EEE *Jobs*
- ⑥ Krishna Praje P.P. Union rep (student) *edit*
- ⑦ Deepak Varghese - HOD BTE. *10m*  
(Co-ordinator)

① The meeting decided to organize Fit India 0.3 campaign and Clean India 0.2 Campaign through NSS.

② The meeting decided to organize Induction Program of First Year B-Tech 2022 on form 25/10/2022 to 27/10/2022 which includes sessions for ~~social~~ social transformation + human <sup>wellness</sup> development.

③ Decided to Conduct Internal Audit on 17/11/2022.

*Deepak*  
Co-ordinator

*17/10/2022*  
Chairperson.

Action Taken:

① The NSS in association with NYK, Thrissur will organize Fit India Campaign and Clean India Campaign on 21/10/2022.

② The induction program for B-Tech 2022 will include sessions on Professionalism, human values, drug abuse and forestation.

*17/10/2022*  
Chairperson

Minutes of the meeting held on 19/01/23

Members present

- 1) Dr. Binu B Pillai Principal 
- 2) Prof. Ramesh K N HOD - BSH 
- 3) Ms. Sruthy M.S HOD CSG 
- 4) Mr. Deepak Varghese HOD BTE (Co-ordinator) 
- 5) Ms. Vivek Ms HOD MG 
- 6) Mr. Sahad K Student Union Rep 

19/01/2023

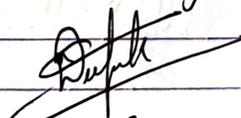
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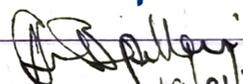
→ Decided to convey convocation on 04/02/23

→ Meeting decided to conduct arts day in the month of February.

→ Discussed about the improvement in faculty qualification index

→ Meeting discussed on the result of S<sub>2</sub> university exam

  
Co-ordinator

  
19/01/2023  
Chairperson

Action Taken

→ Arts day was planned to conduct on 18/02/23

→ Faculty Qualification Index will be improved from next recruitment.

→ Strict action should be taken to improve results.

  
23/01/2023

## Minutes of the meeting held on 12/4/23

### Members present

- |                        |                      |   |           |
|------------------------|----------------------|---|-----------|
| 1) Dr. Biju B Pillai   | Principal            |    | 12/4/2023 |
| 2) Prof. K N Ramesh    | HOD BSI              |    |           |
| 3) Mr. Deepak Varghese | HOD BTG Co-ordinator |  |           |
| 4) Mrs. Smithy, MS     | HOD CBO              |    |           |
| 5) Mr. Vivek MS        | HOD MG               |    |           |
| 6) Mr. Sahad K         | Student union Rep    |   |           |

→ Discussed about the university results of S4 & S6

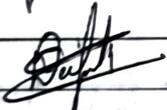
→ Decided to conduct blood donation camp

→ Decided to conduct internal audit

→ Meeting decided to conduct college day

→ Decided to conduct sports day.

→ Request arisen in the meeting for a staff lounge



Deepak Varghese (Co-ordinator)

  
12/4/2023  
Chairperson.

### Action Taken

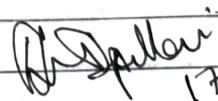
→ Blood donation camp ~~was~~ planned to conduct on 24/6/23

→ Decided to conduct internal audit on 15/6/23

→ College day planned to conduct on 4/5/23

→ Sports day planned on 20/4/23

→ Proposed to have a staff lounge in the month of May

  
17/4/2023

Chairperson

Minutes of Meeting held on 17/6/23

Members present

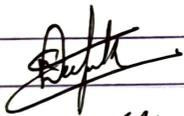
- 1) Dr. Binu B Pillai
- 2) Prof. K N Ramesh
- 3) Mr. Vivek M S
- 4) Mr. Deepan Varghese
- 5) Ms. Sathy M S
- 6) Mr. Sahad K

  
17/6/2023

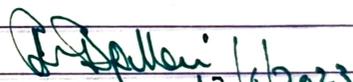
→ Discussed ~~about~~ <sup>about</sup> the report on internal audit

→ Meeting decided to convey convocation for current passing out batch.

→ Decided to sign more number of MoU



co-ordinator

  
17/6/2023

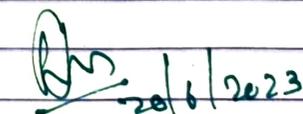
Chairperson

### Action Taken

→ Print Journals number to be increased

→ Students attending mooc course should complete the course and the number should be increased

→ Convocation to be planned in the month of July

  
17/6/2023  
Chairperson.