

IQAC

The Internal Quality Assurance Cell is a part of an institution's system and work towards realizing the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions. The cell works on various accreditation aspects.

- IQAC
- FUNCTIONS

IQAC Members	Position/Responsibility
Members from the Management	
Rev. Dr. George Thanathuparambil	Director
Rev. Fr. Paul Nedumpurath	Secretary, DTET
Members from Administration	
Dr. Josephkunju Paul C	Principal
Mr. Somy P Mathew	Vice Principal
Mr. Sunny Jacob	Administrative Officer
Members from teaching faculty	
Mrs. Shine George	HOD – CE
Mr. Vinoj K	HOD – ME
Dr.B. Aruna	HOD – EEE
Mrs.Smitha Cyriac	HOD – ECE
Dr. Amel Austine	HOD – CSE
Mrs. Anju Susan George	HOD – IT
Mrs. Ann Neetha Sabu	HOD – S& H
Dr. Geo Baby	HOD – MBA
Nominee from local society, Students and Alumni	
Mr. Jose K. Jojan	Student Representative
Mr. Mridul George	Alumni Representative
Nominee from Industry	
Adv. K. Francis George	(Ex. M.P.)- Chairman, Kerala Feeds Ltd. Industrialist
Mr. Issac Joseph Kottukapilly	NBA Co-ordinator
Coordinators of IQAC of constituent units	
Dr. Pramod Kumar M	

IQAC Functions

STUDENTS ASSESSMENT AND MONITORING COMMITTEE

Convener : Dr. Josephkunju Paul C, Principal
Coordinator : Mrs. Shine George, HOD CE
Frequency of Verification : Monthly Once in All Departments

Responsibilities of the Committee

- Verification of Faculty Dairy for the following:
 - a. Attendance Entry,
 - b. Class and Series Test Marks,
 - c. Syllabus Coverage,
 - d. Identification of Slow Learners and above average performers
 - e. HOD Authentication.
- Verification of Assessment & Tutorial Sheets.
- Checking Course plan and delivery
- Submission of report to the IQAC in the prescribed format.

Committee Members :-

Sl No	Name	Department	Mobile No
1	Mr. Sharon Jacob	CE	9495794705
2	Mrs. Soumya Mathew	CSE	8281297226
3	Mr. Sony Kurian	EEE	9447925215
4	Mrs. Lekshmi M S	ECE	9446485935
5	Dr. Sheela V K	IT	9447048524
6	Mr. Tijo Jose	ME	9946549118
7	Mrs. Ansu Ann Abraham	S&H	9645208068

TEST AND RETEST MONITORING COMMITTEE

Convener	:	Dr. Josephkunju Paul C, Principal
Coordinator	:	Mrs Ann Neetha Sabu, HOD S&H
Frequency of Verification	:	All Days during Class test , Series & Retest report after the corresponding exams

Responsibilities of the Committee

- Verification of Invigilator Availability in the Examination Hall.
- Collecting Absenteeism Report and record actions taken.
- Monitoring Retest as per Schedule and Timings.
- Assessment of Question Paper Format and Syllabus Coverage.
- Submission of report to the Academic Coordinator in the prescribed format.
- Documenting invigilators list, schedule and timetable.
- Consolidated marks statements.
- List of failures along with the actions taken.
- Submission of report to the IQAC in the prescribed format.

Committee Members:-

Sl No	Name	Department	Mobile No
1	Mrs. Tina Jose	CE	9495675447
2	Mr. Amel Austine	CSE	9847671025
3	Mrs. Jis Jose	EEE	9496826120
4	Mr. Anish M Jose	ECE	9447122163
5	Mrs. Ann Preetha Jose	IT	9946641293
6	Mr. Eldhose Paul	ME	9744167116
7	Mrs. Ancy Jose	S&H	9446386747

ATTENDANCE MONITORING COMMITTEE

Convener : Dr. Josephkunju Paul C, Principal
Coordinator : Mrs. Anju susan George, HOD IT
Frequency of Verification : Monthly Once in All Departments

Responsibilities of the Committee

- Verification of Master Attendance in Automation once in month.
- Collecting Long Absentees List.
- Verification of Shortage of Attendance and Issue of Warning Letters.
- Collecting Monthly Cumulative Attendance Report.
- Review of Shortage of Attendance with HoD & Principal.
- Submission of report to the IQAC in the prescribed format.

Committee Members:-

Sl No	Name	Department	Mobile No
1	Mr. Lins Paul Kuriakose	CE	9847101711
2	Mr. Basil Baby	CSE	9447996750
3	Mrs. Mereya Baby	EEE	9495426829
4	Mrs. Anitta Thomas	ECE	9496825096
5	Mrs. Tiny Molly V	IT	9747821188
6	Mr. Nibin B	ME	8593838408
7	Mrs. Viji George	S&H	9447575294

COURSE FILE AND LAB MANUAL MONITORING SYSTEM

Convener : Prof. Josephkunju Paul C, Principal
Coordinator : Mr. Amel Austine, HOD CSE
Frequency of Verification : Semester once

Responsibilities of the Committee

- Verification of Course files as per NBA Format
- Verification of Lab Manuals with Additional Experiments.(open ended, advanced etc)
- Submission of report to the IQAC in the prescribed format.

Committee Members:-

Sl No	Name	Department	Mobile No
1	Mrs. Stephy Jacqueline George	CE	9446821233
2	Mrs. Neenu Daniel	CSE	9633333614
3	Mr. Dileep Kumar P	EEE	9495571728
4	Mrs. Merlin Thomas	ECE	9446741339
5	Mrs. Diana Baby	IT	9497794433
6	Mr. Unnikrishnan TG	ME	7736694034
7	Mrs. Manu Sebastian	S&H	9656958445

STUDENT DISCIPLINARY COMMITTEE

Convener : Mr. Somy P. Mathew, Vice Principal
Coordinator : Mr. Vinoj K, HOD ME
Frequency of Verification : Monthly once

Responsibilities of the Committee

- Ensuring maintenance of good student discipline and provide proper amenities for student well being.
- Department wise discipline report
- Event wise discipline report
- Proper conduct of discipline committee meeting and recording of minutes.
- Conducting various college and department level enquires for disciplinary issues and preparing reports.
- Proper functioning of anti ragging cell
- Create awareness among students about the negative effects / disciplinary actions of ragging in the campus
- Submission of report to the IQAC in the prescribed format.

Committee Members:-

Sl No	Name	Department	Mobile No
1	Mr. Appu John	CE	9747977173
2	Mr. Joe Mathew Jacob	CSE	9497818504
3	Mrs. Smitha Jacob	EEE	9446943621
4	Mr. Somy P Mathew	ECE	9048104565
5	Mrs. Jesline Joseph	IT	9447828173
6	Mr. Frenosh K Francis	ME	9447837325
7	Mr. Jojo Kuriakose	S&H	9947984799

PROJECT MONITORING COMMITTEE

Convener : Dr. Pramod Kumar M, Dean R&D
Coordinator : Dr. Anishin Raj, Associate professor, CSE
Frequency of Verification : - As per Academic Schedule

Responsibilities of the Committee

- Verification of All Project Titles and Batch of Students.
- Verification of all External Projects and their company, progress report
- Monitoring Student- Guide Contact hours.
- Submission of report to the Academic Coordinator in the prescribed format.
- Encourage and help students to convert their project into quality technical articles
- Compile and catalogue student's research articles.
- Submission of report to the IQAC in the prescribed format.

Committee Members:-

Sl No	Name	Department	Mobile No
1	Mr. Daniel A V	CE	9971750061
2	Mrs. Dona Jose	CSE	9567846525
3	Mr. Babu T Chacko	EEE	9656154572
4	Mr. Manu Jose	ECE	9605760293
5	Mr. Santhanu P Mohan	IT	9895485975
6	Mr. Shunmugesh K	ME	9947929956

NPTEL,SPOKEN TUTORIAL & GUEST LECTURE MONITORING COMMITTEE

Convener : Mr. Somy P.Mathew, Vice Principal.
Coordinator : Dr. Rajesh Cherian Roy, Professor, ECE
Frequency of Verification : Monthly once

Responsibilities of the Committee

- Ensure that maximum NPTEL/ Spoken Tutorial resources are included in the programme curriculum
- Keep track of all NPTEL/ Spoken Tutorial activities.
- Record (Audio/video) and document of all the guest/visiting/Expert lectures conducted in department and arrange required lectures for students as per gaps identified
- Submission of report to the IQAC in the prescribed format.

Committee Members:-

Sl No	Name	Department	Mobile No
1	Mr. Renjith R	CE	8281567310
2	Mr. Jobin Jose	CSE	9645679379
3	Mr. Jose Jacob	EEE	9656381502
4	Mrs. Minu George	ECE	9605563309
5	Mr. Jacob Mathai	IT	9847972818
6	Mr. Arun K R	ME	9747953565
7	Mrs. Deenu Baby	S&H	9744164600