



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY

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Technological University
(Owned by Adi Sankara Trust)

MoM & ACTION TAKEN REPORT

2021 - 2022





Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY
Vidya Bharathi Nagar , Mattoor, Kalady, Ernakulam, Kerala 683574

File No: ASIET/IQAC/21-22/01

Date: 15th July 2021

Minutes of the Meeting

Name of the meeting: IQAC Meeting		Date: 15 July 2021	
Name of the Facilitator: Dr.Suresh Kumar.V		Time: 10:30AM- 11:00A.M	
Meeting type: Scheduled /Unscheduled		Venue: Board Room	
Attendees	Designation	Department	
Dr .Sureshkumar.V	Principal		
Dr.Manish T.I	IQAC Head		
Dr.Lekha H	Associate Professor	MBA	
Mrs .Gangadevi T.R	Associate Professor	BSH	
Mr.Eldho mathew	Assistant Professor	ME	
Mrs.Archana Aniyar	Assistant Professor	ECE	
Mr.Prajoesh P.A	Assistant Professor	ECE	
Mrs.Nayana.J	Assistant Professor	EEE	
Mrs.Simi M.S	Assistant Professor	CSE	
Mrs.Akhila Vijayan	Assistant Professor	CE	
Mrs.Vinila M.L	Assistant Professor	AE&I	
Deliberations			
Agenda: <ol style="list-style-type: none"> Next semester activities Academic calendar NBA and NAAC activities Work load Internal Audit 			
Discussions			
<ol style="list-style-type: none"> As per the suggestions from IQAC, it is decided to conduct add on courses for all semesters before the commencement of next semester. College academic calendar and department calendars must be prepared and handed over to IQAC before commencement of next semester. All staff has to utilize the days properly to complete the documentation works related to NAAC and NBA related activities Workload to be planned in consultation with Department heads. Internal Audit I has to be completed before September 15th, 2021 			
Prepared By: Dr. Manish T.I		Date :15 July 2021	



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ASIET/IQAC/2021.1

Date: 05 Aug 2021

Action Taken Report

Name of the meeting: IQAC Meeting	Date: July 15, 2021
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Sl. No	Discussions	Action Taken
1	Next semester activities	Decided to conduct add on courses for all semesters and informed all depts.
2	Academic calendar	Instructed depts and coordinators to prepare and hence checked
3	NBA and NAAC activities	All depts were directed to initiate necessary steps in this regard.
4	Work load	Dept. coordinators to discuss with HoDs and TT committee of dept.
5	Internal Audit	Planed for I/II week of September



IQAC, ASIET

IQAC

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File No: ASIET/IQAC/21-22/02

Date: 4th October 2021

Minutes of the Meeting

Name of the meeting: IQAC Meeting		Date: 4 th October 2021
Name of the Facilitator: Dr. Suresh Kumar. V		Time: 10:30AM- 11:00A.M
Meeting type: Scheduled / Unscheduled		Venue: Board Room
Attendees	Designation	Department
Dr. Sureshkumar.V	Principal	
Dr. Manish T.I	IQAC Head	
Dr. Lekha H	Associate Professor	MBA
Mrs. Gangadevi T.R	Associate Professor	BSH
Mr. Eldho mathew	Assistant Professor	ME
Mrs. Archana Aniyam	Assistant Professor	ECE
Mr. Prajeesh P.A	Assistant Professor	ECE
Mrs. Navana J	Assistant Professor	EEE
Mrs. Simi M.S	Assistant Professor	CSE
Mrs. Akhila Vijayan	Assistant Professor	CE
Mrs. Vinila M.L	Assistant Professor	AE&I
Deliberations		
Agenda: <ol style="list-style-type: none"> 1. Academic status of current semester 2. Regular classes 3. Minor Course/Project evaluation 4. Add on courses 5. Internal Audit report 		
Discussions		
<ol style="list-style-type: none"> 1. Internal marks should be ready for submission (both S2 and S4 – 25 + 10 + 15). 2. S4 offline classes will be up to 13th OCT FN. Internal and external lab exams should be completed by the 13th . 3. S7 regular classes should be started adhering COVID protocol. 4. Offline regular classes for MBA will commence from 21st onwards. 5. As we have to take up minor courses from S3 to S8 it should be under the control of a team of faculties. The team consists of : 1. Department staff (one tutor preferred). 2. One from the staff who handled the subject. 6. IQAC will share Google form for minor selection among students. Based on the feedback from students , the department can allot faculty for the selected basket. 7. Add on courses to be planned for S3,S5,S7 8. NBA and NAAC works to be completed as early as possible. 9. Based on the audit reports, corrective actions must be taken in each department. 		
Prepared By: Dr. Manish T.I		Date : 3 rd October 2021



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ASIET/IQAC/2021.2

Date: 25 Oct 2021

Action Taken Report

Name of the meeting: IQAC Meeting	Date: Oct 4, 2021
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Sl No	Discussions	Action Taken
1	Academic status of current semester	Internal marks to be made ready for all semesters and informed all depts.
2	Regular classes	Scheduled Oct 13 th as last day for S4. S7 to start adhering to Covid protocol MBA scheduled for 21 st and commenced
3	Minor Course/Project	All depts were directed to monitor the same
4	Add on courses	Dept.s are directed to plan courses suitable for upskilling students.
5	Internal Audit	Report was discussed and directed depts to initiate corrective actions
6	Accreditation	All depts were directed to fasten the activities for NAAC and maintain necessary NBA documents by accredited depts.



IQAC, ASIET
IQAC

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File No: ASIET/IQAC/21-22/03

Date: 08th November 2021

Minutes of the Meeting

Name of the meeting: IQAC Meeting		Date: 8 th November 2021
Name of the Facilitator: Dr. Suresh Kumar.V		Time: 10:30AM- 11:00A.M
Meeting type: Scheduled / Unscheduled		Venue: Board Room
Attendees	Designation	Department
Dr. Sureshkumar.V	Principal	
Dr. Manish T.I	IQAC Head	
Dr. Lekha H	Associate Professor	MBA
Mrs. Gangadevi T.R	Associate Professor	BSH
Mr. Eldho mathew	Assistant Professor	ME
Mrs. Archana Aniyun	Assistant Professor	ECE
Mr. Prajeesh P.A	Assistant Professor	ECE
Mrs. Nayana.J	Assistant Professor	EEE
Mrs. Simi M.S	Assistant Professor	CSE
Mrs. Akhila Vijayan	Assistant Professor	CE
Mrs. Vinila M.L	Assistant Professor	AE&I
Deliberations		
Agenda: <ol style="list-style-type: none"> 1. Induction program-2021 batch 2. S3,S5,S7 classes. 3. Academic performance after internal 4. NAAC and NBA works in department 5. Monitoring attendance of students 		
Discussions		
<ol style="list-style-type: none"> 1. Induction program will start from 15th Nov 2021 onwards. The official inauguration will be held on 22nd Nov 2021. Dr. Beena (IAS) will be the chief guest of the function. 2. Commencement of 2nd and 3rd year classes is from 17th Nov 2021. 3. Semester registration should be done and the detailed schedule will be shared from the college office. 4. For S7, after internal examinations the regular offline classes for S7 will resume from Monday - 15th Nov 2021. 5. To improve the results, measures should be adopted to reduce the number of supplementary papers. To improve the performance, an academic monitoring team for each year is constituted with the following members as the head of each team: <ul style="list-style-type: none"> S1 : Anitha P S3: Ajith M S (Members: Jini Varghese P (BSH), Gripsy Paul (CSE), Nayana (EEE), Savitha Raghavan (ECE)) S5: Dr. Ajay Kumar (Members: Remya K P(EEE), Dr. Manu(CE), Divay G(CSE)) S7: Deepa Sankar (Members: Sreelakshmi(CSE), Jyothi (CE), Aswathy (ECE), Eldhomathew(ME)) 		

6. The attendance should be updated to principal sir before 10.30 am each and every day by all departments.
7. Internal marks entered in Linways has to be freezed. Any further modifications should be possible only with the approval of HoD/Principal.
8. Retest of internal examinations permitted only after getting the concern from higher authorities.
9. Departments should plan a suitable schedule so that the classes should end one week before the closure. These days can be utilized for remedy / additional classes to improve the results.
10. For S3 and S5 it is decided to conduct online classes one day per week to minimize the crowd in the pandemic situation.

Prepared By: Dr. Manish T.I

Date :8th November, 2021

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ASIET/IQAC/2021.3

Date: 29 Nov 2021

Action Taken Report

Name of the meeting: IQAC Meeting	Date: Nov 8, 2021
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Sl. No	Discussions	Action Taken
1	Induction program-2021 batch	Scheduled from 15 th Nov and completed
2	S3,S5,S7 classes	S3 and S5 scheduled from Nov 17 th and started. S7 to started from 15 th adhering to Covid protocol MBA scheduled for 21 st and commenced
3	Academic performance after internal	All depts were directed to monitor the same. Accademic Monitoring Committee constituted foe each sems
4	Monitoring attendance of students	Directed Depts to update Principal every day
5	Internals in Linways	Modification to be restricted. Shall be modified with the knowledge of HOD/Principal only
6	Online class	Decided to conduct online class for S3 and S5 one day per week to reduce the crowd in this situation of covid.



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INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/21-22/04

Date: 10th Jan 2022

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 10 th Jan 2022	
Name of the Facilitator: Dr. Manish T I		Time: 3 PM - 3:30 PM	
Meeting type: Scheduled / Unscheduled		Venue: NAAC room	
Attendees	Designation	Department	Signature
Dr Suresh Kumar V	Principal		
Dr. Manish T I	IQAC Head		
Dr Lekha H	Associate Professor	MBA	
Mrs. Ganga Devi T R	Associate Professor	BSH	
Mr. Eldho Mathew	Assistant Professor	ME	
Mrs. Archana Aniyam	Assistant Professor	ECE	
Mr. Prajeesh P A	Assistant Professor	ECE	
Mrs. Nayana J	Assistant Professor	ECE	
Mrs. Simi M S	Assistant Professor	CSE	
Mrs. Akhila Vijayan	Assistant Professor	CE	
Mrs. Vinila M L	Assistant Professor	AE&I	
Deliberations			
Agenda: 1. Activities towards commencement of new semester 2. Schedule of internal audit. 3. NBA reaccreditation. 4. Any other matters			

Discussions

1. Discussed the conduct of the Closing Audit for the last completed semester (odd).
2. Discussed about the mode of conduct of internal audit
3. Discussed about the activities towards commencement of new semester
4. The following activities to be completed before the semester beginning
 - ✓ College calender to be prepared
 - ✓ On the basis of College Calendar, prepare Department Calendar
 - ✓ CDM finalization, Question Bank preparation as per university question pattern
 - ✓ Preparatory audit by Department IQAC coordinator.
5. Discussed the events scheduled by various clubs in the upcoming semester.
6. Decided to schedule NBA department-wise criteria assessment.
7. All departments are requested to handover the data to the NIRF co-ordinator
8. Discussed the IEDC submit which is scheduled on Jan 15 .Also 3-4 students from each department can be identified as coordinators for the summit .
9. Regarding the online class following decisions were made
 - Preparatory classes for S7 students can be conducted online
 - Links for the preparatory class should be made available for students
 - Online class for S1,S3,S5 will be continued and class links should be made available to students
10. Departmental details to be updated on the college website .
11. Expert talk planned as part of CSI on Jan 29 th

Prepared by:

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Issued by: Prof : Dr Manish T I, IQAC Head

Date: 10/01/22

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ASIET/IQAC/2021.4

Date: 30 Jan 2022

Action Taken Report

Name of the meeting: IQAC Meeting	Date: Jan 10, 2022
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Sl. No	Discussions	Action Taken
1	Closing Audit for the last completed semester (odd).	Scheduled and conducted on 27/01/22 and 28/01/22 for BTECH, MTECH and MBA
2	Mode of conduct of internal audit .	Documents insisted in KTU audit manual should be in hard copy and all other documents should be updated in linways. CDM to be signed by HOD.
3	Activities towards commencement of new semester	Conducted preparatory audit
4	Calendar ASIET	Major events scheduled by various clubs in the upcoming semester were discussed and prepared College calender based on this
5	Decided to schedule NBA department-wise criteria assessment.	Scheduled for next month
6	NIRF data	Handed over the NIRF data to coordinator
7	Website updation	Updation initiated and in progress.
8	Expert talk planned as part of CSI	Conducted on yesterday 29th Jan
9	CDM formats	Finalised and Circulated
10	IQAC responsibility for NAAC	Dept. Coordinators were educated regarding this
11	Audit by an external expert	Conducted audit - NAAC and NBA
12	Social media messages to parents	Instructed to pass on details like calendar, text book details, news letter etc to parents whatsapp groups. Started posting the same



IQAC, ASIET

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ASIET/IQAC/21-22/05

Date: 27th March 2022

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 27 th March 2022	
Name of the Facilitator: Dr. Manish T I		Time: 10 AM -11 AM	
Meeting type: Scheduled / Unscheduled		Venue: NAAC room	
Attendees	Designation	Department	Signature
Dr Suresh Kumar V	Principal		
Dr. Manish T I	IQAC Head		
Dr Lekha H	Associate Professor	MBA	
Mrs. Ganga Devi T R	Associate Professor	BSH	
Mr Vishnu S	Assistant Professor	ME	
Mrs. Archana Aniyam	Assistant Professor	ECE	
Mrs. Nayana J	Assistant Professor	ECE	
Mrs Divya K S	Assistant Professor	CSE	
Mrs. Simi M S	Assistant Professor	CSE	
Mrs. Akhila Vijayan	Assistant Professor	CE	
Mrs. Vinila M L	Assistant Professor	AE&I	
Deliberations			
Agenda: <ol style="list-style-type: none">1. Discussion on CDM format finalization2. Analysis of midsem and confidence level feedback.3. Series analysis4. NBA and NAAC accreditation progress5. Any other matters			

Discussions

1. Discussed CDM formats of both theory and lab
2. Discussed IQAC responsibility based on MOM of NAAC
3. Analyzed confidence level feedback and mid sem feedback of classes and corrective action suggested by IQAC members
4. Remedial classes scheduled based on series results
5. Analyzed NBA and NAAC accreditation progress and decided to conduct the audit with an external expert
6. All details such as time table ,test book details,newsletter,KTU calendar should be made available in parents whatsapp group

Prepared by:

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Issued by: Prof : Dr Manish T I, IQAC Head

Date: 27/03/22

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ASIET/IQAC/2021.5

Date: 20 April 2022

Action Taken Report

Name of the meeting: IQAC Meeting	Date: March 27, 2022
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Sl. No	Discussions	Action Taken
1	CDM formats	CDM formats discussed Suggested Improvements
2	Feedbacks	Corrective actions suggested and informed Depts.
3	Remedial classes	Scheduled based on series results
4	NBA and NAAC accreditation progress	Analyzed and decided to conduct the audit with an external expert
5	Accademic Documents for parents	Directed all depts. to circulate documents (time table, test book details, newsletter, KTU calendar) in parents whatsapp groups

IQAC, ASIET



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INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/21-22/06

Date: 26 May 2022

Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 26 th May 2022	
Name of the Facilitator: Dr. Manish T I		Time: 2:30 to 3:30PM	
Meeting type: Scheduled / Unscheduled		Venue: NAAC room	
Attendees	Designation	Department	Signature
Dr Suresh Kumar V	Principal		
Dr. Manish T I	IQAC Head		
Dr Lekha H	Associate Professor	MBA	
Mrs. Ganga Devi T R	Associate Professor	BSH	
Mr Vishnu S	Assistant Professor	ME	
Mrs. Archana Aniyam	Assistant Professor	ECE	
Mrs.Nayana J	Assistant Professor	ECE	
Mrs Divya K S	Assistant Professor	CSE	
Mrs.Simi M S	Assistant Professor	CSE	
Mrs.Akhila Vijayan	Assistant Professor	CE	
Mrs.Vinila M L	Assistant Professor	AE&I	
Deliberations			
Agenda: <ol style="list-style-type: none">1. NBA compliance Audit2. Discussion on finalization of second internal audit3. Course exit and program exit survey4. Civil departments' NBA accreditation.5. Any other matters			

Discussions

1. Discussed on the updations on NBA compliance audit
2. Addressed about civil departments' NBA accreditation process .
3. Decided to conduct course exit survey for all subjects and program exit survey for final year students .
4. Second internal audit schedule and preparedness for KTU external audit discussed
5. NBA internal audit is scheduled to be . conducted during last week of June by Prof Biju from MA college

Prepared by:

Date: 26/05/22

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Issued by: Prof : Dr Manish T I, IQAC Head

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ASIET/IQAC/2021.6

Date: 20 June 2022

Action Taken Report

Name of the meeting: IQAC Meeting	Date: May 26, 2022
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Sl. No	Discussions	Action Taken
1	NBA compliance audit	Status analysed and directed CE dept to start preparations for filing for NBA accreditation
2	Civil departments' NBA accreditation	
3	Course exit survey for all subjects and program exit survey for final year students .	Scheduled course exit survey for all subjects and program exit survey for final year students
4	Second internal audit schedule and preparedness for KTU external audit discussed	Second internal audit scheduled and conducted on 3, 4, 6 of June 2022
5	NBA Expert Audit	NBA audit is scheduled to be conducted during last week of June. Prof Biju from MA college is identified as external auditor

IQAC, ASIET