



St. Thomas College of Engineering & Technology

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AUTONOMOUS

Minutes of the IQAC Meeting held on 01/09/2026

Venue: Board Room

Date & Time:

1 September 2026: 12:15 PM – 1:30 PM

Members Present:

Sl. No.	Name	Designation	Position	Presence
1	Dr. C. Sathish Kumar	Principal	Chairman	Present
2	Er. Jose Thomas	The Secretary, STCET	Management Representative	Present
2	Dr. Manjith Kumar B.	Dean (Academics)	Member	Present
3	Sri. Unnipillai A.M	Administrative Officer	Member	Present
4	Dr. Bibin Vincent	HoD - CSE	IQAC Coordinator	Present
5	Prof. Shyma Kareem	Associate Professor - CSE	IQAC Co-Coordinator	Present
6	Dr. Sarath S	HoD - ME	Member	Present
7	Dr. Teena Joseph	HoD - CSE (AI & ML)	Member	Present
8	Prof. Chris Merin Varghese	HoD - CE	Member	Present
9	Prof. Joby John	HoD - EEE	Member	Present
10	Dr. Marykutty Abraham	HoD - AE	Member	Present
11	Dr. Tintu Mary John	HoD - ECE	Member	Present
12	Prof. Rani M Kurup	HoD - BS	Member	Present
13	Dr. Renisha P Salim	Associate Professor - CSE (AI & ML)	Member	Present
14	Prof. Arathy Vijayan	Assistant Professor - CSE	Member	Present
15	Prof. Revathy Anil	Assistant Professor - EEE	Member	Present
16	Prof. Adithya K S	Assistant Professor - Basic Science	Member	Present
17	Prof. Anoop G Das	Assistant Professor - ME	Member	Present
18	Prof. Rini T Jacob	Assistant Professor - ECE	Member	Present
19	Prof. Noorbina Razak	Assistant Professor - AE	Member	Present

Sl. No.	Name	Designation	Position	Presence
20	Prof. Saritha V	Assistant Professor - CE	Member	Present
21	Sri. Abey Kuriakose	Advocate & Legal Advisor	Nominee from local society	Present
22	Sri. Ivan Saji Abraham	Alumni Association Member	Alumni Member	Absent
23	Sri. Jimmy Bentex	CEO - C& T Engineers	Employer	Present
24	Sri. Dinesh Thampi	Vice President & Head TCS Kerala	Industrialist	Present
25	Dr. P.O.J Lebba	Academician	Academia Expert	Present
26	Sri. Joshua M George	PTA Member	Parent	Absent

The Action Taken Report (ATR) based on the decisions and deadlines outlined in the minutes of the meeting held on July 29, 2026:

Sl. No.	Agenda Item	Decision / Action Required	Responsible Person(s)	Action Taken / Status
1	Finalization of S1 Subject Allocation	Finalize S1 subject allocation. Assign Engineering Economics to Prof. Bibin Mathew (starting Aug 3, 2026) with CE joining CSE A and EEE joining CSE B. Assign Sustainability and Ethics in Engineering to Dr. Aiswarya L for other branches.	All HoDs	Completed: Subject allocation finalized and classes commenced as on August 10, 2026.
2	Submission of Semester 4 Course Files (Hard Copy) to IQAC	Submit S4 course file receipt forms by Aug 6, 2026, 2:00 PM. Outstanding S6 (CE, AIML) and S2 (AIML) files to be submitted by Aug 10, 2026, 12:00 PM.	All HoDs	Completed: All pending S2/S6 files and S4 course file receipt forms submitted to IQAC.
3	Review of S1 CO Attainment Analysis & Targets Fixation	Implement the fixed CO targets (4-credit: 60%, 3-credit: 65%, 2-credit: 70%, 1-credit: 75%) and PO target (70% for all courses) as explained by the IQAC Coordinator.	IQAC Coordinator & All HoDs	Implemented: Targets adopted across all departments for CO/PO attainment evaluation.
4	Enhancing CO/PO Targets for 2026 Batch	Revise targets after the course has been handled for 2 consecutive times.	IQAC Coordinator & All HoDs	In Progress: Policy noted; target revisions queued after two full course execution cycles.
5	Submission of Monthly	IQAC to share format by Aug 1, 2026, 12:00 PM. HoDs to submit	IQAC	Completed: Format circulated by

	Attendance & Course Coverage Reports	hard copies by the 3rd of every month by 12:00 PM.	Coordinator & All HoDs	IQAC on Aug 1. Monthly reports submitted by HoDs accordingly.
6	Submission of Monthly Reports via Online Form	Submit monthly reports online by the 3rd of each month. Clear all pending submissions up to June 2026 by Aug 20, 2026.	All HoDs, Clubs & Committees	Completed: Backlog cleared prior to August 20, 2026. Monthly online submission process active.
7	Collection of NPTEL Registration List	IQAC to circulate submission format by Aug 3, 2026, 12:00 PM for student and faculty registration data.	IQAC Coordinator & All HoDs	Completed: Registration data collected across departments collected.
8	Submission of FDP Reports	Submit hard and soft copies of Faculty Development Programme (FDP) reports by Aug 5, 2026, 2:00 PM.	All HoDs	Completed: FDP reports submitted to IQAC by the August 5 deadline.
9	Submission of Semester 2 Internship Reports	Submit hard copies of S2 Internship Reports by Aug 5, 2026, 2:00 PM.	All HoDs	Completed: S2 Internship reports compiled and submitted.
10	Submission of Attainment Reports (2021 & 2022 Batches)	AE and EEE HoDs to provide status updates within a day. Complete attainments for both batches across all departments by Sept 1, 2026.	All Departments	In Progress
11	Planning of First Academic Audit	Conduct the First Academic Audit for all batches during the 2nd week of September 2026 after Series Examinations.	IQAC Coordinator & All HoDs	Scheduled / In Progress: Audits prepared and scheduled for execution from 29th September 2026.
12	Other Matters (Series Examinations & Question Papers)	Conduct S5 and S7 Series Examinations from Aug 13 to Aug 19, 2026. Allow question paper revisions for first-time course handlers.	Dean Academics	Completed: S5 and S7 Series Examinations successfully conducted (Aug 21–Sept 5, 2026)

The IQAC Coordinator, Dr. Bibin Vincent, welcomed the members and presented the agenda for the meeting. The following agenda items were discussed, and the decisions recorded below were taken:

Sl. No.	Agenda	Decisions / Remarks	Responsible Person
1	PAC & DAB Meetings	It was decided that the Programme Assessment Committee (PAC) shall meet twice in a semester and the Department Advisory Board (DAB) shall meet atleast once in a semester.	All HoDs
2	First Academic Audit	The First Academic Audit will commence on 29th September. HoDs were instructed to keep course files, D-files /KTU files ready for verification. Six auditors will be assigned to the CSE department in view of its higher student strength and larger number of files; three auditors will be assigned to each of the other departments.	All HoDs
3	IQAC Portal	Dr. Bibin Vincent explained the features of the newly created IQAC portal and its advantages for data collection during the accreditation process. Login credentials have been created for all HoDs, and committee conveners. Departments shall submit the attendance report, subject coverage report and monthly report to the IQAC portal through the department login. Committee conveners from each department shall upload reports of their events to the portal; HoDs shall inform the respective committee heads of this requirement. It was decided that all data shall be submitted to the portal with effect from July 2026.	IQAC Coordinator & All HoDs
4	Course File - Project & Seminar	A sample PPT prepared by students shall be included in the course files for project and seminar courses.	All HoDs
5	Colour Code for Project, Mini-Project and Seminar Reports	A colour code was finalised to identify the reports of each batch: Navy Blue with gold-coloured lettering for the 2023–2027 batch, and Maroon with gold-coloured lettering for the 2024–2028 batch. The mini-project, main project and seminar reports of a batch shall follow the same colour scheme.	All HoDs
6	Attainment Analysis	All pending submissions shall be cleared before 7th	IQAC

	Submission – 2025–2029 Batch	September 2026.	Coordinator & All HoDs
7	Course Files - Academic Year 2025–2026	The IQAC Co-Coordinator presented the current status of course files received, for the academic year 2025–2026. All pending submissions shall be cleared before 7th September 2026.	IQAC Coordinator & All HoDs
8	Other Matters	Dr. Manjith Kumar B. (Dean, Academics) noted that the creation of the IQAC portal by the IQAC Coordinator is commendable, and the committee congratulated Dr. Bibin Vincent on the initiative.	Dean, Academics

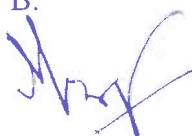
Meeting concluded at 1:30 PM.



Prepared by,
IQAC Coordinator
Dr. Bibin Vincent

Dean, Academics

Dr. Manjith Kumar B.



Copy to:

Principal, Dean (Academics), HoDs, File



Principal

Dr. C.Sathish Kumar