

Minutes of 4<sup>th</sup> IQAC meeting.

Venue: Conference Hall

Date: 19.2.2021, Time: 11 AM

List of Participants

1. Dr. P.M. Maheesan, Principal, Chairperson
2. Sri. A.K. Meni, Secretary, MDIT
3. Dr. T.D. John, ISTE
4. Sri. K.G. Harshan, HOD (ME), Coordinator
5. Dr. Abokan, HOD (ECE)
6. Dr. Chandrasahasran, HOD (S&H)
7. Dr. Shikha, HOD (LE)
8. Smt. Nitya, N.P, HOD (CE)
9. Smt. Lynda, HOD (ECE)
10. Sri. Rajeevan E.P, A.O.
11. Smt. Varsha, Admin Representative
12. Students Union chairman.

Agenda of the Meeting

- (1) Approval of the last committee meeting Minutes & Action taken Report
- (2) Review of e-Audit-2
- (3) Review of Progress of NBA Accreditation
- (4) Effectiveness of Online classes & KTU Results 54 & 56
- (5) Discussion on admission for the next academic year.
- (6) Review of Academic calendar for SI BTech & SI MTech
- (7) Approval of Faculty Appraisal Report.
- (8) Second Internal Exam for SI BTech & SI M.Ech & KTU Results 54 & 56.
- (9) Any other matter approved by chair.

The meeting started at 11 AM. The Principal welcomed the participants and briefed the Agenda of the meeting.

- (1) Approval of the last ~~the~~ committee meeting Minutes & Action taken Report.

The coordinator of IQAC presented and discussed the last committee meeting minutes and Action taken report on the decisions.

The IQAC committee approved both the minutes and Action taken report.

(2) Review of 2<sup>nd</sup> e-Audit

Smt. Lijukha, chairwoman of the e-Audit committee present the e-Audit of the college & various departments in detail. She suggested ~~to~~ Faculty Qualification Index has to be improved. & also Indexed journals to the library has to be increased.

The Representative of Management has ~~or~~ informed that actions are being taken to improve both.

The committee ~~is~~ also pointed out the ~~result~~ examination result of <sup>the</sup> ~~different~~ departments are not satisfactory and <sup>the</sup> same has to be improved.

Heads of various departments assured that ~~there~~ contact classes, workshops for solving question papers and for completing portions & ~~also~~ clarifying doubts of the students etc.

## (3) Review of progress of NBA Accreditation

Dr. Shikha presented the progress of NBA Accreditation process. She told out of 10 Criteria except 5 & 10 is completed. The presentation of criteria 5 is student faculty Ratio & criteria 10 of Budget will be presented in the next week. Principal suggested to conduct a review of 5 criteria 10 and 5 in the ~~the~~ concerned department before presenting to the NBA committee of the college.

All HOD's are agreed to conduct internal meetings for approving 5 & 10 criteria before presenting to the committee. HOD's ~~are~~ informed that all other criteria were already discussed before presenting to the committee.

## (4) Effectiveness of online classes and KTU result of 24 &amp; 26.

The result of 24 & 26 were already published by KTU. The results were based on the internal ~~marks~~ of internal online exam.

All heads of departments informed

that 50% on average has passed published by the KTU. Almost 50% of the students results were withheld.

Principal informed Heads of ~~Dept~~ Department to further improve the result.

The Online classes of S3, S5 and S7 were completed successfully and Contact classes were also completed. The KTU Semester exams of S7 batch has already started.

The Contact Classes of S7 Batch will start from 1-3-2021 as per Covid-19 Protocol. The online classes are already going on for them till 1-3-2021.

Special attention is being given to weak students during contact classes to improve result. Extra classes also will be taken as per the requirement from students.

The details of students who want to take Mathematics remedials classes will be conducted on Saturdays & Sundays & AOD's are directed to give details of students to Smt. Lijisha.

#### (5) Admission for next Academic Year.

Principal briefed the details of like virtual lab, Computer hardware classes, Google class rooms classes etc to plus two students, to improve admissions to the college.

It is also decided to conduct a crash course to plus two students for solving objective type questions for cracking the entrance exams.

#### (6) Review of Academic Calendar for SI B.Tech & M.Tech & B.Tech Part time students.

A college calendar was approved by Academic Council of the college for SI B.Tech & M.Tech & Part time students. The UAC discussed the details in the calendar and accepted the same.

## (2) Approval of Faculty Appraisal Report

A new Faculty Appraisal Report was introduced in the college and the Academic Council approved the same in its last meeting. IQAC discussed the details in the format presented and ratified the same. Principal informed the IQAC that the first appraisal meeting is being conducted for the Mechanical Department on next Friday by the chairman of MDIT. Appraisal mechanism provides faculty member for improving their performance.

## (3) Second internal test for SI B Tech & M Tech.

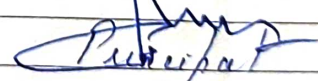
Principal directed the BIC coordinator for publishing the results date for SI B Tech & M Tech students by analyzing the portions covered as well as the BIC & College Academic Calendar.

(4)

## (4) LMS Software.

LMS platform requires further improvement due to some difficulties found during the implementation. The firm is directed to correct the software to make it foolproof.

The meeting concluded at 12:45 PM.

  
Principal  
Chairperson