Minutes of IQAC 3rd Meeting

Venue: Conference Hall   Date: 21.11.2020 Time: 11 Am

List of Participants

(1) Dr. P.M. Maheesan, Principal, chairperson
(2) Sri. A.K. Mani, Secretary, M.D IT
(3) Dr. T.D. John, ISTE
(4) Sri. K.G. Harshan, HOD (ME) — Coordinator
(5) Dr. Asokan, HOD (EEE)
(6) Dr. Chandrahasan, HOD (SH)
(7) Dr. SHIKA S   HOD (LE)
(8) Smt. Nitya V.P, HOD (CSE)
(9) Smt. Ligisha, HOD (ECE)
(10) Sri. Rajeevan EP, A.O.
(11) Smt. Jissi N., A.P. (EEE)
(12) Smt. Shimna, AP (SH)
(13) Smt. Varsha (Alumini)
(14) Sri. Abhijeth Krishna — Student Member.

Agenda of the Meeting

(1) Approval of the Minutes & Action taken Report of the 2nd IQAC meeting.
(2) Presentation of e Audit Report — Discussion
(3) Approval of College Academic Calendar. S3, S5 and S7.
(4) Review of online classes.
(5) Review of Progress of NBA Accreditation.
(6) Review of last Academic year Result.
(7) Discussion on LMS platform.
(8) Preparation of new Academic Calendar for S1 Btech, S1 Mtech & S1 Btech Part time students.
(9) Second Terminal Exams for S3, S5 and S7 students.
(10) Registration of MOOC courses & Swayam courses by students.
(11) Any other items. approved by the chair

The meeting started at 11 AM. The Principal welcomed the Participants and briefed the present situation of covid-19 and online classes progress etc. The coordinator presented the Agenda of the meeting

(1) Approval of the Minutes & Action Taken Report of the 2nd IQAC meeting.

The Minutes of the 2nd IQAC meeting was discussed and approved. The Action taken report of the 2nd IQAC meeting was discussed in detail and approved.

(2) Presentation & Discussion of e-audit Report.

Ms. Ligisha, HOD (ECE), head internal e-audit team presented the e-audit in detail. She presented the e-audit in the format prescribed by the KTU.

She suggested two proposal to improve the rating of the college. The minimum phD holders required at least one for Mechanical, ECE, & CSE department, and one additional to UG. Dept. The IQAC committee suggested to submit a report to the Management for posting four phD holders to these Departments.

She also suggested to purchase indexed journals to library also.

IQAC accepted the suggestions and decided to put the proposal before Management

The IQAC accepted and approved the e-audit & decided to submit KTU through online

(3) Approval of college Academic Calendar for Aug - Dec 2020 for S3, S5 & S7 classes.

The IQAC coordinator presented the college Academic calendar for Aug - Dec 2020 and discussed in details. The dates are within the frame work of KTU calendar and approved by the IQAC Committee.

(4) Preparation of new Academic Calendar for S1 BTech, S1 MTech and S1 PT BTech.

The IQAC committee entrusted R.G. Harshan, IQAC Coordinator to prepare the Academic Calendar for the college as and when KTU releases the calendar.

(5) Review of Online classes.

Due to Covid 19 the BTech, MTech & BTech PT courses are conducting the classes online. The HODs of various departments presented the progress by online classes before the committee. A small group of students are facing the signal problems but are managing by attending the online classes through recorded videos & even night classes also.

(6) Review of NBA Accreditation.

The work of NBA accreditation gets delayed due to Covid-19. Smt. Jissi, Coordinator NBA Accreditation committee presented the stage. She briefed out of 10 criteria 9 of them are in progress as per our schedule. Principal entrusted Dr. Shika (HOD CCE) to prepare an Action plan in the Academic council to speed up NBA Accreditation. The IQAC committee approves the proposal.

(7) Discussion on LMS Platform.

A new LMS platform was introduced from this academic year onwards since the earlier one was not enough to cater the demands of the college. The new LMS platform is using many of the Engineering colleges and is suitable for the requirement of e-auditing view. The LMS platform is used for teaching learning process, uploading course materials, lectures and also used for the used effectiveness of online classes and also for giving assignments, projects and also for evaluation.

It is also entrusted Ms. Neethu CSE department to review the progress and and IQAC committee asked her to implement all the activities of the college through LMS by 31-12-2020.

(8) Registration of MOOC courses and Swayam courses by the students

Ms. Ligisha the head e-auditing reported that the registration of MOOC courses by the students are comparatively low and hence the rating of our college is less IQAC committee entrusted Ms. Neethu only CSE department took interest in the registration of MOOC courses by the students.

The IQAC committee entrusted Ms. Neethu CSE department to coordinate the activities of other departments to encourage the registration of MOOC courses by the students and also document it for the next audit.

(9) Review of Last Academic Year Result.

The Last Academic year result was discussed in detail. The S8 result was 90% and above for all departments and IQAC committee congratulated the for that. But for S2, S4, S6 result was not upto the standard and urged to improve it by adopting the suitable methods.

(10) Second Terminal Exams S3, S5 and S7.

It is decided to conduct the second terminal exams from 30-11-2020 and complete by 5-12-2020. for BTech, MTech & BTech PT.

The meeting concluded by 1:30 PM.

Principal
Chairman

Action taken Report - 3rd IQAC meeting

(1) E - Audit Report

The E-Audit Report approved by IQAC uploaded in the KTU portal. The Action being initiated for appointing phd holders and also purchasing indexed journals in the library.

(2) Approval of college Academic Calendar

The college Academic calender for the B. S1 B.tech, S1 B.tech Part time & S1 M.Tech was presented in the Academic council & approved & decided to put up in the IQAC Cell.

(3) Online classes.

Most of the problem faced by the students for attending the online classes were rectified and corrected. The online classes for S3, S5, & S7 was successfully completed. The contact classes for 2 weeks were also successfully completed for the above batches.

The online classes for S1 Students are progressing & contact classes will start from 1.3.2021.

(A) Review of NBA Accreditation

As directed in the IQAC meeting Dr. Shika has taken over the charge of NBA Accreditation committee. She presented the action plan in the Academic council for NBA Accreditation and also reviewed the progress of Accreditation process for 10 criteria with each department and found it encouraging.
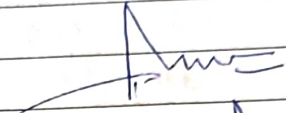
(5) LMS platform

LMS platform was successfully launched in the college and all the academic activities like, course file, Course Diary, CO-PO mapping, was carried out in the LMS platform by each department -

(6) Registration of MOOC course & Swayam Courses among students.

As decided in the meeting Ms. Neethu has given the charge of Faculty to coordinate the activities among each department.

(7) Review of last Academic year Results

The S8 Results were already published and the performance was above 95% in all departments. The S4 & S6 results were published in the BTU portal and will be analysed in the next IQAC meeting.

(8) Second internal exam for S3, S5 & S7.

The second internal exam for S3, S5 & S7 students conducted through online mode successfully. The I2 exam for S1 students has to be decided in the next Academic council.

Principal
Chairperson.