

## Minutes of IRAC 1st Meeting.

Venue: Conference Hall

Date 16-10-2019

TIME: 11 AM

### List of Participants

- ① Dr. P.M. Makeesan, Principal, chairperson
- ② Sri. A.K. Mani, Secretary MDIT
- ③ Dr. T.D. John, ISTE
- ④ Sri. K.G. Harshan, HOD (ME) - Coordinator.
- ⑤ Dr. Azaleem, HOD (EEE)
- ⑥ Smt. Nitya V.P., HOD (CSE)
- ⑦ Smt. Lijisha, HOD (ECE)
- ⑧ Smt. Sheena, HOD (CIVIL)
- ⑨ Smt. Shimna, AP (Maths)
- ⑩ Smt. Jislin, A.P. (EEE)
- ⑪ Sri. Rajevaran, EP (AO, MDIT)
- ⑫ Smt. Varsha (A.Lunini)
- ⑬ Sri. Abhigith Krishna - Student

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### Agenda of the Meeting

- ① Functions of IRAC.
- ② Discussion on NBA Accreditation
- ③ Appoint an internal Audit team for each branch & date to conduct internal Audit as per KTC guidelines
- ④ Discussion on student feed back system & date to conduct the feed back.
- ⑤ Discussion on Result analysis of previous Academic year.
- ⑥ & suggestions for improvement.
- ⑦ Discussion on Curricular, Co-curricular and extra curricular activities
- ⑧ Discussion on Placement Drive and Industrial meet
- ⑨ Action Report on Student Grievance and appeal committee meeting
- ⑩ Action taken report of Discipline and welfare committee meeting.
- ⑪ Any other items approved by chair.

### Decisions

Dr. Makeesan welcomed all the members of the IRAC committee and explained the functions of IRAC. The motto of the IRAC is to achieve quality through continuous improvement with cooperation of

all stake holders. The selection of the committee is based on the composition specified in the <sup>Academic</sup> Audit Manual of KTU.

(2) The principal explains the necessity of NBA accreditation to our college at the earliest. He pointed out that 4 training sessions are completed by all faculty members with expert from outside. The preliminary work was already started in that direction. A committee was already constituted of Smt. Jis. N. was selected ~~for~~ as Coordinator for the work. It is also decided to depute one member from each department to attend the Objective based Education (OBE) at

Smt. Jisig explained out of 10 criteria 2 were completed and data collection for balance criteria is on progress.

(3) It is decided to conduct Internal Audit on 23-10-2019. An internal Audit team was constituted for conducting the audit with following members.

- (1) Smt. Nithya. V.P., HOD (ESE) - Coordinator
- (2) Smt. Neema, (3) Smt. Sumayya - ECE Dept
- (4) Smt. Subitha (5) Smt. Manjusha - CSE Dept
- (6) Smt. Sharmma OT (7) Smt. Rupriya K - EEE Dept.
- (8) Smt. Varsha (9) Smt. Aswathi Muthian
- (10) Smt. Srudhi. J (11) Smt. Cuttan Ravindran - CE Dept
- (12) Sri. Vipin Rg (12) Sri. Ravitha K. Das - ME Dept.

(4) ~~It~~ It is also decided to conduct student feedback on or before 25-10-19. HODs are directed to inform tutors.

(5) Result analysis were discussed for all branches for the last academic year and the need for improvement was suggested by the committee. Model question paper has to be solved in the last sessions was suggested by the student member and accepted.

(6) The college was organised the F zone chess Tournament of University and ~~one~~ won 3rd prize. ~~to conduct~~ The sports meet ~~was~~ by first week of November. Study tours & Industrial visits were organised for 5th semester and 7th semester students.

(7) A placement drive was organized for Malabar Region by Our College and 450 were participated and 130 students were short listed for interview.

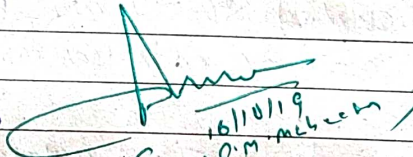
Our college is also planning to organize ~~an~~ a mega industrial ~~and~~ meet ~~in our college~~ to increase the tie up between industries with our college and also to train students as entrepreneurs.

(8) Student Grievance cell obtained a complaint from students to <sup>avoid</sup> <sup>2 internal</sup> conducting examinations on one day, and the appeal committee <sup>re</sup>recommended to the principal for the same and principal approved the ~~request~~ <sup>re</sup> recommendation to conduct one exam on one day ~~for~~ for reducing the burden of students.

(9) Discipline and welfare committee also takes various measures to improve <sup>self</sup> discipline among students & to reduce absenteeism in the class.

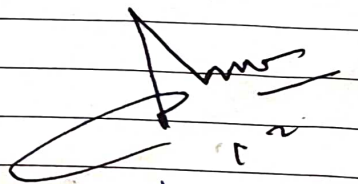
The meeting concluded 12.30 PM.

Chairperson

  
16/10/19  
C. P. M. M. M. M.

### Action Taken Report

- (1) 4 faculty Members were deputed and attended Objective based Education (OBE) at Tirur Polytechnic.
- (2) Dr. T.D. John former Principal, AEC Kannur is selected ~~as~~ to get expert opinion on NBA Accreditation
- (3) Internal Audit No.2 was successfully conducted on 23.10.2019 and verified all documents as per KTU norms and corrected minor deficiencies
- (4) Student feed back and Remarks ~~as~~ of Head of Department was carried out and completed on 25-10-2019.
- (5) Model exam question Papers were solved in the class room to improve results as suggested by ~~the~~ student Union chairman.
- (6) Study Tours and Industrial visit were conducted
- (7) A Mega Placement Drive was organised ~~and~~ for the Malabar Region for ~~BT~~ Final Year B.Tech students.
- (8) A Mega Industrial Meet AIM 2020 was organised and inaugurated by Honble ~~Minister~~ Industries & Sports Minister on 17-2-2020. Vice Chancellor of KTU, Director NIT, CEO Techno Park presented the ~~to~~ Papers and Professor from IIM Moderated the Event.  
 Four Bridge Session in the After Noon were arranged and Representative from Industries, Jain University, ASAP Kerala, CAD Centre were presented to theme Employability, Entrepreneur and the Moderators ~~and~~ for each session consolidated ~~and~~ and presented the Report.
- (9) Student complaint addressed in the Grievance cell regarding internal exam was solved.
- (10) Discipline and students welfare committee are continuously monitoring the attendance of students through tabs to reduce absenteeism and also informed ~~parents~~ and discussed with the parents to effectively control.

  
 chairperson of  
 Principal.