

IQAC Meeting

Date: 18/10/22 Time: 2:00 Pm.

Venue: IQAC Room

1. Preliminary Course File Submission report from all dept.

2. Late Monitoring at 9:00 am. Suggested for improving effectiveness

3. Class cutting at Minor Remedial class - suggestions for student

4. Staff Excellence Award - suggested

5. Miscellaneous

Members Present

- 1. Ulas Innocent Raj
- 2. Minnu Jayan C
- 3. TARA LEANDER
- 4. Dr. Sini. S.S
- 5. Valsa Basil
- 6. Dr. Shreegautam
- 7. Nisha J. R.

[Signatures]
 Ulas Innocent Raj
 Minnu Jayan C
 TARA LEANDER
 Dr. Sini. S.S
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18/10/22
 IQAC

At the beginning of the meeting, co-ordinator, Mr. Ulas read the previous meeting minutes [11/10/22]. Update of the decisions and actions taken during the meeting were given.

First course committee Meeting

1. Disability Management - Meeting conducted + Report Submitted

2. Industrial Safety - Meeting conducted

3. Sustainable Energy - Meeting conducted

4. Professional Ethics

5. Design + Engg

6. Partial Differential Equation + Complex Analysis

} Meeting to be conducted.

Intimation to conduct meeting to finalize S₇ Seminar rubric was given with Mr. Sujinkumar, AP, EEE as convener of the meeting.

To reduce the difficulty in using ET Lab software, Principal has informed to arrange a doubt clearing class with ET Lab representatives at the earliest. Request to relieve IQAC members from Tuesday AN duties was given to Principal [17/10/22].

Discussion and Decision of Meeting [18/10/22]

1. Preliminary course file verification report of only one branch [ECE] was received [Date of submission: 14/10/22].

2. It was observed that late monitoring was not functioning effectively at various departments.

3. It was also observed that students are cutting classes during minor/remedial classes.

It was decided to bring item 2 + 3 to the notice of Principal. It was decided to suggest the practice followed in first year should be implemented in all departments. Also, after 9:30 am, college gate should be closed & late comers should meet Principal to attend class. It was decided to suggest that attendance monitoring should be made very strict to prevent cutting of classes.

4. To improve the quality & effectiveness of staff members, it was decided to suggest the initiation of staff excellence Award for 2022-23 staff members of all category, who have made outstanding contributions should be acknowledged during college Day.

5. Miscellaneous

* KTU External Audit is to be conducted for the odd semester 2022-23 during NOV 15-24. Intimation for conducting internal audit should be given. Internal audit should be conducted during 2nd week and report should be submitted on 11th Nov.

* Meeting was concluded at 3:15 pm.

ULLAS INNOCENT
IQAC
Co-ordinator