

IQAC Meeting

11.

Date: 16/11/22

Time: 2:00 pm.

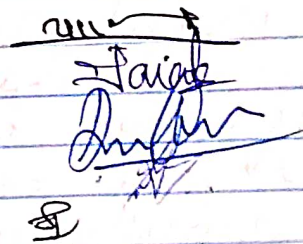
Venue: IQAC Room.

Agenda

1. Previous meeting updates
2. Evaluation of Revision/Tutorial class
3. Intimation for second class committee, course committee meetings & second internal assessment test question paper submission
4. Preparation for External Audit on 18/11/22
5. Miscellaneous.

Members Present

1. Ullas Innocent Raj
2. TARA LEANDER
3. Dr. Shankar ✓
4. Valsa Bai
5. Dr. Shreejaguthi



1. Meeting began at 2:05 pm. Previous meeting minutes was read by co-ordinator M. Ullas & updates were given. All course committee meetings were conducted and reports were submitted. Scouting report - from only ME Dept is obtained. Internal Audit report - from ME & EEE is only received.

Intimation of NBA Accreditation of ECE is reviewed. Accreditation visit is on 2-4 Dec, 2022.

* Doubt clearing class of IET Lab is not yet done [planned to be arranged on 10th or 11th Nov]

* A Intimation to be given to Principal to issue notice to call students with $< 60\%$ attendance and undertaking that they will get $> 75\%$ before end of Semester.

2. Evaluation of Revision/Tutorial class during AN. In previous day of Internal Assessment Test was done. Majority of members express the opinion that revision class was ineffective and should not be conducted during 2nd Internal Assessment Test. Mr. Ulas had the opinion that revision class will be effective if concerned staff member take commitment and conduct seriously with the support of HOD and higher authorities. It was decided to suggest that the practice of one and regular class should be continued instead of revision class. Those faculty who want to take revision class can make arrangements with other faculty and take revision class.

3. It was decided to intimate the conduct of 2nd class committee/course committee during 21-24th November, 2022. Report of various course committees should be submitted to IQAC by 25/11/22. Intimation to submit QP of second internal assessment test by scrutiny committee can be done after confirmation of date of starting of 2nd assessment test with Principal.
4. It was observed scrutiny committees of various departments was not functioning properly. It was decided to suggest to Principal to intimate HODs to form scrutiny committee with convenor.
5. Ms. Sheeja Augustine - KTU Internal Auditor gave clear guidelines for the preparation and documents to be produced for external audit, which is to be conducted on 18/11/22. She also outlined the arrangements to be made and the schedule for external audit.

Meeting was concluded by 3:20 pm.

ULLAS INNOCENT RAJ

(IQAC Co-ordinator)