

Minutes of meeting of IQAC members held on 22-2-2022 at 2.00 pm in IQAC room.

Agenda:-

1. Discussion on post NBA meeting report from CE.
2. Evaluation criteria for timely submission of assignment.
3. Submission of A<sub>1</sub>, A<sub>2</sub>, A<sub>3</sub> questions at the beginning of semester its self.
4. Preparation of lab rubrics
5. Course file verification (S<sub>1</sub>, S<sub>3</sub>, S<sub>5</sub>) 21-22

Members present:

1. Prof.Joisy. M.B
2. Tara Leander
3. L.M.Bernaldu
4. S.Nurul Hidayya
5. Dr. Sheeja Agustin
6. Dr.Arun Kumar.V
7. Valsa Basil
8. Nisha.J.R

Discussion & Decisions:-

1. Members discussed the minutes of post accreditation meeting of CE department.
2. It is decided that the scope for increasing PEOs from 3 to 5 is to be discussed in the department and appropriate decision is to be taken.
3. IQAC members have to make sure that Rubrics are prepared for laboratory courses and laboratory course evaluation is done based on that from next semester (21- 22 Even) onwards. The Rubrics is to be kept in the course file for lab.
4. It is decided to use a 'range of marks' instead of a 'single value' in the Rubrics for project and seminar.
5. It is decided to do PO/PSO attainment calculation based on batches (Batch wise) rather than different academic years.
6. It is decided to carry out detailed discussion on the remaining points in CE minutes after getting the official feedback from NBA.
7. It is decided to do course file verification of S<sub>1</sub>, S<sub>3</sub>& S<sub>5</sub> (21- 22 odd) completed up to CO attainment on 31-3-22.
8. Item 2 and 3 in the agenda were kept for detailed discussion in the next meeting.
9. Meeting ended at 3.30 P. M.

Prof.Joisy M.B.  
IQAC coordinator