

IQAC MEETING MINUTES

MEC/IQAC/2019-20/01

Date: 08/08/2019

Venue: Conference Hall

Time: 1.00PM

AGENDA

1. Opening remarks by chair person
2. Reconstitution of IQAC as per guidelines of IQAC
3. Formulation of DQAC
4. Discussion and approval of academic calendar
5. Discussion and approval of series test qn. Pr format
6. Submission of proposal for conferences, seminar, workshop, FDP etc to IQAC
7. Activities proposed for the year 2019-2020
8. Gap analysis and remedial measures to be adopted
9. Innovative teaching methods
10. Students feedback analysis, action to be taken
11. Any other academic matter with the permission of the chair



Members present

1	Dr. Ruby Abraham	Chair Person, Principal
2	Prof M. B Joisy	Coordinator, IQAC
3	Very Rev. Msgr. Wilfred E	Manager
4	Prof. Tomy Michael	Director
5	Prof. T. M. Mohan (ME)	Head of the Departments
6	Dr. Vijayalekshmi S. (EEE)	
7	Mr. Jose Hormes (CSE)	
8	Ms. Vinitha B Elza(ECE)	
9	Dr.M.Manoj (First year)	
10	Dr.Vjayakumari. P.L.	P G Dean
11	Suhurvardheen. C. K	Administrative Officer
12	Thomas Joseph Lopez	Finance Officer
13	Jay Krishna Jayapal(CE)	S5 (2017-21 Batch)students
14	Marvin Clement(CSE)	
15	Mohammed Akshay(EEE)	
16	Sruthi Savithri Vijayakumar (ECE)	
17	Mr. Hari Krishnan V. S.	Alumni
18	Mr. Biju Varghese	HR Manager , In app software
19	Dr. K. G. Satheesh Kumar	Director, NISH, Trivandrum
20	Ms. Lalu Kumari P. S	Senior Purchase & Store Officer, VSSC
21	Dr. Sheeja Augustin	Coordinator, KTU Audit Cell
22	Sajini. Nirmal	Coordinator, ISO
23	Mr.L.M. Bernaldu	Coordinator, NBA
24	Reshmy D. S (CE)	Dept.Coordinators, NBA Accreditation
25	Joseph K. M (ME)	
26	Nurul Hidayah S. (ECE)	
27	Ms. Aiswrya Johny	
28	Mr.Arun Alex	Placement officer(MEC)

1. The meeting began with the opening remarks by Chair person Dr.Ruby Abraham
2. It was brought to the notice of all present that IQAC cell is reconstituted with Prof. M. B. Joisy from department of Civil Engineering as the coordinator.
3. Discussed the status of NBA accreditation works. SAR was submitted on 28th July 2019 for CSE and ME and expecting the visit in October first week.
4. Discussed about the formulation of DQAC for each department. Committee members suggested about adding parents, students and technical staff members also in DQAC.
5. Discussed about academic calendar of MEC for 2019-20 and approved .
6. Discussed about the question paper pattern and decided that it will be course specific . All departments were directed to submit their question paper format to IQAC.
7. The action plan submitted by each department for the academic year 2019-2020 was discussed and approved. Discussed about the funded FDP/Conference and directed the departments to get at least one funded program.
8. Discussed about the placement improvement and quality workshops for students.
9. Members were of the opinion that Faculty should select a few group of students to do the projects in a higher level of standard and motivate them. The projects should be defined from second year onwards and 2 or 3 projects should be associated with industry.
10. Decided to conduct design project exhibition and encourage students to do interdisciplinary projects.
11. Discussed about innovative teaching methods and gap filling by expert talks
12. Decided to conduct Department Assessment Committee meeting to discuss about vision, mission and PO attainment. If not attained, action plan is to be prepared for the same. Target fixing for the next batch should be done based on the attainment.
13. Discussed about Mechatronics club and importance of it in project development. Also decided to develop it as a centre of excellence in collaboration with Quest Global.
14. Discussed about B.Tech results- Eighth and Sixth semester gave better results. It was mentioned that our college got the 14th position among the engineering colleges all over Kerala in the Eighth semester examination results of First batch of KTU. Also got very good results for PG in Civil Engineering. IQAC congratulated all faculty members.
15. IQAC audit will be conducted after Series test 1 and series test 2 and final audit will be conducted after semester break.
16. Student members expressed their desire to get early exposure about the topics before attending workshops by IEDC and IEEE. Also they were of the opinion that the design of labs and theory courses in some semesters does not match. It was decided to look in to it and inform KTU if any changes in the curriculum 2019 is feasible.

The meeting came to an end with vote of thanks by Prof. M. B. Joisy at 3.35 PM

