

MINUTES OF IQAC MEETING

MEC/IQAC/2020-21/01

Date: 21/01/2021

Venue: AOC Lab

Time: 12:30 PM

Agenda:- Discussions on the activities of IQAC

Members present:-

Sl.No.	Name	Designation
1	Prof.Joisy M.B	IQAC coordinator
2	L. Mebil Bernaldu	NBA coordinator
3	Dr.Sheeja Augustine	KTU- audit coordinator
4	Arun Kumar .V	IQAC faculty members
5	Rani B.S	
6	Anaswara Johny	
7	Mercelin Francis	
8	Minnu Jayan .C	
9	Valsa Basil	
10	Sini S.S	
11	Tara Leander	

Discussions & Decisions

1. The decision of the college council regarding the S3 course file index page was discussed and it was decided to use the two faculty evaluations by students, from INSIGHT in place of feedback after internal assessment test 1 and 2.
2. All are requested to use only the templates that are available in the college website, under the link IQAC. It is decided to upload to the website all the forms which are not available under templates.
3. IQAC Members should see that all faculty conduct course exit survey when their students come for contact class.
4. Members were asked to remind the faculty members in their department, regarding the change in the threshold value for doing CO analysis (Assignment $\geq 70\%$), Test $\geq 50\%$) from 2019-20 odd semester onwards.
5. Regarding HOD's signature in course files, the following clarifications are given:
 - a) If a faculty teaches a course in another department, it's course file is to be signed by the HOD of that faculty.

- b) NDE course files are to be signed by the HOD of the department which offers the course.
6. After final attainment calculation, NDE course files are to be kept in IQAC.
 7. If there are students from more than one branch in an NDE class, all calculations in course file are to be done separately for each branch.
 8. For first year common courses Internal Test Question paper should have title name as the name of the department for which the question paper is set. (eg. If EM is taught in ME and EEE, then question paper with the same questions is to be set as two separate question papers with title as - (1)Department of Mechanical Engg. and (2) Department of Electrical &Electronics Engg.
 9. Title name of the question paper of NDE should be that of the department which offers the course.
 10. The CO analysis threshold value for S7 seminar and project preliminary will be 60%.
 11. It is decided that IQAC members will do first verification of course files before they are submitted for KTU audit.
 12. Some confusion raised by faculty members regarding the audit is clarified like this:- The present KTU-audit (audit-2) is that of the running ODD semester and interaction with students should be with the students of ODD semester.



Prof. Joisy M.B.
IQAC coordinator