MINUTES OF THE IQAC COORDINATORS MEETING ON 05.10.2021 AT CE SEMINAR HALL, TIME:2PM

AGENDA:DISCUSSION ON THE MAIL RECEIVED FROM KTU REGARDING THE MODIFIED AUDIT NORMS.

MEMBERS PRESENT:

1. Prof. JOISY M B

2. L M BERNALDU

3. TARA LEANDER

4. MINNU JAYAN C

5. VALSA BASIL

6. ANASWARA JOHNY

7. SINI S S

8. Dr. ARUNKUMAR V

9. Dr. SHEEJA AGUSTIN

DISCUSSIONS & DECISIONS:

1.Discussed about the pages in the course file to be signed by HoDs. It is decided that signature of HoD on the following pages are compulsory.

(a) Front Page

(b) Index page

(c) CIF

(d) Course plan

(e) Scheme of Valuation

(f) CO analysis sheet

(g) CO attainment sheet

(h) PO attainment sheet

Signature of faculty should be there on all these pages.

2. It is decided to modify the lab course file index page as the data from INSIGHT is suitable for one class work CO analysis only .(Previously it was Classwork 1,2 and 3).New index page will be sent to all faculty.

3. S4 (2019 scheme) internal assessment test 2(Oct-21) QP pattern will be uploaded in IQAC link of Marian site.

4. IQAC coordinators are requested to check the question paper of courses in which COs are defined and displayed in an irregular order.They should see that questions are set in such a way that ,finally there will not be any difficulty in CO attainment calculation.

5. IQAC coordinator informed the members that since S7 classes are going to be conducted in offline mode, the old pattern of internal assessment test QP will be followed. It will be uploaded in IQAC link in website also.

6. Meeting discussed the Order from KTU regarding the changes in the list of files which will be verified from the next academic audit onwards. DQAC coordinators are of the opinion that they will collect the files required from the corresponding NBA coordinators (of each criteria) of their department individually.

7. IQAC coordinator informed all members that audit of next odd semester (S7,S5,S3,S1) will be in the new format and asked them to start preparation for the same.

8. Decided to conduct IQAC audit of Even Semester(20-21) during Nov 2,3 and 5. Prior to that DQAC coordinators should conduct an audit in their own department on Oct 26th and 27th and make all files ready for the audit on 2,3 & 5 of November 2021.

9. Final report of audit will be submitted to Principal.

Meeting ended at 3.15 pm

Prof Joisy M B

IQAC coordinator