

## IQAC Working Committee

### MINUTES OF MEETING

#### MEETING SUMMARY

<b>Meeting Ref. No:</b>	COMM/IQAC(W)/2 2	<b>Date/ Time:</b>	05/06/2024 11:00am to 12:00pm	<b>Duration</b>	1 hour
<b>Venue:</b>	IQAC Room, 1 <sup>st</sup> floor, PG Centre		<b>Purpose/Subject:</b>	Workload Second Internal audit	
<b>List of Attendees:</b>					
1. Dr. Manoj G Tharian	2. Ms. Shyama Sreekumar	3. Mr. Jebin Francis	4. Ms. Aparna George		
5. Ms. Mareena George	6. Dr. Ranju S Kartha	7. Dr. Deepti Jayan K	8. Ms. Deepthy G S		
9. Mr. Jithin P N	10. Ms. Bindu V A	11. Dr. Jisha G	12. Dr. Varghese Chooralil		
<b>List of Absentees:</b>					
1. Dr. Elizabeth Rita Samuel	2. Ms. Sangeetha Jamal	3. Ms. Prathibha P K	4. Dr. Aysha Zeneeb		

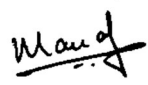
#### AGENDA / DISCUSSION POINTS

SI No.	Agenda point	Discussion points/Remarks
1.	<b>2nd Audit</b>	<ul style="list-style-type: none"> <li>Audit will start from tomorrow</li> <li>One month is allotted for 2nd audit - Till June 27th</li> <li>General file audit - Class Teacher files, HoD Files</li> <li>Course outcome feedback; CO attainment should also be kept - Corrective actions should be kept (for internal exam 1 and 2)</li> </ul>
2.	<b>Academic Retreat</b>	<ul style="list-style-type: none"> <li>July 18,19, 20</li> <li>July 20 - Outside college</li> <li>Attainment feedback - Awareness among faculty members</li> <li>2022-23 even - Excel CO attainment make it ready before retreat</li> </ul>
3.	<b>Workload</b>	<ul style="list-style-type: none"> <li>Honours/Minor project workload</li> <li>Max number of tutorial load should be limited to 4</li> <li>Tutorial should be evenly distributed among all faculty members</li> </ul>

		<ul style="list-style-type: none"> <li>• 4-0-3 courses → Faculty members handling the 4-hour theory should be there in the lab also.</li> </ul>
<b>4.</b>	<b>Minor Project</b>	<ul style="list-style-type: none"> <li>• Minor project to be completed in S7</li> <li>• Students attending minor course in a department is the minor students corresponding to the same department.</li> <li>• Conditions regarding course work should be fulfilled before minor project</li> <li>• Minor coordinator will be the project coordinator. He/she will allot the guides. Each guide will get a workload of 1.</li> </ul>
<b>5.</b>	<b>Minor coordinator</b>	<ul style="list-style-type: none"> <li>• If strength is greater than 80, two coordinators - allot coordinator for each batch. Both the coordinators will get their corresponding minor.</li> </ul>
<b>6.</b>	<b>Projects per faculty members</b>	<ul style="list-style-type: none"> <li>• Max 4 projects per faculty member including minor/honours/M.tech etc</li> </ul>
<b>7.</b>	<b>Faculty and TA's</b>	<ul style="list-style-type: none"> <li>• July 1st to April 30 - Faculty members will be counted only for NBA</li> <li>• Contract faculty will be considered for NBA</li> <li>• TA will not be considered for NBA</li> <li>• TA's should not be overloaded</li> <li>• If the cadre ratio is okay, we can opt for TA. if its not correct, we should request for contract or new appointment</li> <li>• Mandatory conditions for NBA should be considered</li> </ul>
<b>8.</b>	<b>IQAC members workload</b>	<ul style="list-style-type: none"> <li>• IQAC members maximum limit on contact hours or workload</li> <li>• Lab sessions should be fairly distributed among the faculty members</li> </ul>
<b>9.</b>	<b>Internal Lab exam</b>	<ul style="list-style-type: none"> <li>• Lab exam internal exam will be discontinued from the next year to avoid 1-week long lab exam from the semester plan</li> <li>• Continuous internal valuation will solely depend on daily evaluation</li> </ul>
<b>10.</b>	<b>Supplementary Exams</b>	<ul style="list-style-type: none"> <li>• After semester starts, supplementary exams are to be avoided.</li> </ul>

## ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	Academic Retreat	IQAC	18-07-2024	Open
2.	Second audit	All faculty	27-06-2024	Open

<b>Prepared By:</b> Ms. Shyama Sreekumar	<b>Prepared Date:</b> 5/6/2024	<b>Reviewed By:</b>  <b>Dr. Manoj G Tharian,</b> IQAC Coordinator
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## IQAC Working Committee

### MINUTES OF MEETING

#### MEETING SUMMARY

<b>Meeting Ref. No:</b>	COMM/IQAC(W)/2 3	<b>Date/ Time:</b>	27/6/2024 11:00am to 12:00pm	<b>Duration</b>	1 hour
<b>Venue:</b>	IQAC Room, 1 <sup>st</sup> floor, PG Centre (Hybrid)		<b>Purpose/Subject:</b>	CO PO Attainment	
<b>List of Attendees:</b>					
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Dr. Aysha Zeneeb	4. Ms. Aparna George		
5. Ms. Anisha	6. Dr. Ranju S Kartha	7. Dr. Deepti Jayan K	8. Ms. Deepthy G S		
9. Ms. Bency Wilson	10. Dr. Nikhila (online)	11. Mr. Jithin P N (online)	12. Dr. Varghese Chooralil (online)		
13. Mr. Nitheesh Kurian					
<b>List of Absentees:</b>					
1. Ms. Shyama Sreekumar	2. Dr. Jisha G	3. Ms. Santhi B.	4. Ms. Bindu V A		
5. Mr. Jebin Francis					

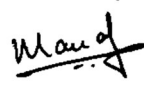
#### AGENDA / DISCUSSION POINTS

SI No.	Agenda point	Discussion points/Remarks
1.	<b>Scrutiny Verification of ESES</b>	<ul style="list-style-type: none"> <li>The scrutiny from REXA will be transferred to RSMS of the autonomous batches from 2020 onwards</li> <li>The scrutiny member details have to be entered by respective HOD's by July 4th in RSMS</li> <li>Scrutiny Members must verify the CO of the questions entered for ESE from 2020 - 2021 odd academic year onwards</li> <li>An excel template for checking the courses of each academic year by a department that has to verified in RSMS will be emailed.</li> </ul>

<b>2.</b>	<b>CO attainment</b>	<ul style="list-style-type: none"> <li>● Once scrutiny is completed.</li> <li>● Corresponding course incharges have to verify the CO attainment.</li> <li>● The process has to be completed by July 16th</li> <li>● The PPT with the details of action required will be emailed by IQAC.</li> </ul>
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### ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	<b>Scrutiny Members verification</b>	HoD and Asst. HoD	04-07-2024	Open
2.	<b>CO attainment</b>	All faculty	16-07-2024	Open

<b>Prepared By:</b> <b>Ms. Shyama Sreekumar</b>	<b>Prepared Date: 27/6/2024</b>	<b>Reviewed By:</b>  <b>Dr. Manoj G Tharian,</b> <b>IQAC Coordinator</b>
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