IQAC Working Committee
MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/29	Date/ Time:	2/9/2024 2:00pm	Duration	1 hour
Venue:	IQAC Room, 1st floor, PG Centre	**Purpose/Subject:**		NBA criteria presentation	

List of Attendees:			
1. Fr. Dr. Jaison Paul Mulerrikal	2. Dr. Manoj G Tharian	3. Dr. Elizabeth Rita Samuel	4. Dr. Aysha Zeneeb
5. Mr. Jebin Francis	6. Ms. Aparna George	7. Ms. Nafla	8. Ms. Deepthy G S
9. Dr. Nikhila T Bhuvan	10. Ms. Bency Wilson	11. Mr. Jithin P N	12. Dr. Anita John
13. Mr. Nitheesh Kurian	14. Ms. Shyama Sreekumar		

List of Absentees:			
1. Ms. Bindu V A	2. Ms. Santhi B	3.Dr. Deepti Jayan K	4. Dr. Varghese S Chooralil
5. Dr. Jisha G			
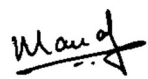
AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
1.	Mock Audit	• Internal mock audit is rescheduled and now to be scheduled on 10th and 11th September. This will give faculty some time for the preparation of documents.
2	Criteria File status	• Access to brain general is an issue so as to get the NBA documents • Difficulties faced to complete different criterias Criteria 1 - Vision, mission can be kept is as such and documentation, tabular columns can be modified Criteria 2 - curriculum of 2023 batch needs to be finalized

		Criteria 3 and 7 - Need to get the CO PO attainment of 2024 pass out batch Criteria 4 - Backlog details and mark details are not accurate Criteria 10 - Data from office pending, Data from finance Criteria 1, 5, 6 can be done now
3	**CO PO attainment status**	● L1 level should be fixed (CO attainment) ● CO attainment of electives, labs, minor, honours, project, seminar, comprehensive needs to be rectified →PO attainment → Impact analysis
4	**Team to check the CO attainment status in RSMS and identify the faults**	● Principal entrusted a team led by Computer Science teachers to study the CO attainment process done in RSMS to identify the faults in software. The team to be led by Dr. Nikhila T Bhuvan, Associate Professor, Dept. of CSBS

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	**Internal Mock audit**	IQAC	10th and 11th September	Open
2.	**Team to check CO attainment**	IQAC team lead by Dr. Nikhila T Bhuvan	Last week of September	Open

Prepared By: Ms. Shyama Sreekumar	Prepared Date: 2/9/2024	Reviewed By: Dr. Manoj G Tharian, IQAC Coordinator

IQAC Working Committee
MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/30	Date/ Time:	5/9/2024 2:00pm	Duration	1 hour
Venue:	IQAC Room, 1st floor, PG Centre	Purpose/Subject:		NBA criteria presentation, CO-PO attainment status	

List of Attendees:			
1. Dr. Manoj G Tharian	2. Ms. Shyama Sreekumar	3. Dr. Elizabeth Rita Samuel	4. Dr. Aysha Zeneeb
5. Mr. Jebin Francis	6. Ms. Bindu V A	7. Ms. Nafla	8. Ms. Deepthy G S
9. Dr. Jisha G	10. Ms. Bency Wilson	11. Mr. Jithin P N	12. Dr. Anita John
13. Mr. Nitheesh Kurian			

List of Absentees:			
1. Dr. Nikhila T Bhuvan	2. Ms. Santhi B	3.Dr. Deepti Jayan K	4. Dr. Varghese S Chooralil
5. Ms. Aparna George			
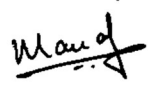
AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
1.	**Draft SAR review**	• Draft SAR review - 10th and 11th September within the department with all the faculty members and HoD. • HoD should submit a report and draft soft copy of SAR (till Criteria 8) to HoD • Principal will review it during the onam holidays
2	**Audit (Even Semester 2024)**	• Audit of all the pending files of previous semester should be completed

3	**Department wise Budget and college budget (Criteria 9)**	• Department (21-22, 22-23, 23-24) - Copy of Budget and utilization (expenses from each year) should be submitted it to the finance • Products purchased - Date of purchase, amount, item, bill copy; amount received for paper publication, SEED money • Before 13th September, it should be submitted to finance
4	**Review of meeting with software people (attainment)**	• Correct the CO attainment for a set of courses at each time. Currently S1 to S4 courses of 2020-24 batch should be completed by September 9th. • CO attainment of common courses like Basics of Electrical and Electronics, Basics of Civil and Mechanical should be done. A meeting is scheduled for the scrutiny members of common courses on 6th September at 12pm.
5.	**Attainment of courses**	• Faculty should enter the scrutiny details and attainment properly in RSMS.

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	**Draft SAR review**	HoD and Asst. HoD	11-09-2024	Open
2.	**Meeting of scrutiny members of double subjects**	Subject in charges	06-09-2024	Open
3.	**Budget (Finance)**	HoD and Asst. HoD	13-09-2024	Open

Prepared By: **Ms. Shyama Sreekumar**	Prepared Date: 5/9/2024	Reviewed By: *[signature]* **Dr. Manoj G Tharian, IQAC Coordinator**

IQAC Working Committee
MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/31	Date/ Time:	9/9/2024 2:00pm	Duration	1 hour
Venue:	IQAC Room, 1st floor, PG Centre	Purpose/Subject:		NBA criteria presentation, CO-PO attainment status	

List of Attendees:			
1. Dr. Manoj G Tharian	2. Ms. Shyama Sreekumar	3. Dr. Elizabeth Rita Samuel	4. Dr. Aysha Zeneeb
5. Mr. Jebin Francis	6. Ms. Bindu V A	7. Ms. Nafla	8. Mr. Krishnakumar
9. Dr. Jisha G	10. Ms. Bency Wilson	11. Mr. Jithin P N	12. Dr. Anita John
13. Dr. Nikhila T Bhuvan	14. Dr. Deepti Jayan K	15. Dr. Varghese S Chooralil	

List of Absentees:			
1. Ms. Aparna George	2. Ms. Santhi B	3. Mr. Nitheesh Kurian	4.Ms. Deepthy G S

AGENDA / DISCUSSION POINTS

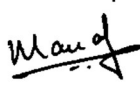| Sl No.	Agenda point	Discussion points/Remarks
1.	**Workload**	● Workload of current semester should be completed at the earliest and it should be submitted to IQAC
2.	**Audit (Even Semester 2024)**	● Audit of all the pending files of previous semester should be completed
3.	**Staff for NBA related work at IQAC**	● Handbook, criteria 9 and 10 work is being done ● One additional staff is recruited in IQAC to help with NBA related works.

4.	**Criteria 10 status**	• Budget and utilization is being done by finance • Budget should be filled by the departments and it should be submitted to Finance by 13th September 2024 • Budget utilization bills should be available in all the labs. It can be consolidated and submitted to finance. • BSH should also submit it since it is accounted into Institutional expenses • KTU Seed money should not be included in the expenses
3	**Result Analysis**	• 2023-24 even semester result analysis should be presented in the HoD meeting scheduled on 11th September. (AEI, AIDS, CE, IT, CSBS, EEE). Remaining branches will do it on Wednesday after Onam vacation.
4	**Draft SAR**	• Department level audit of draft SAR is scheduled on 10th and 11th September. • Report should be submitted to the Principal. HoD should prepare the report stating which all criteria are not completed etc.
5.	**Criteria wise status**	**Criteria 1** • Flow charts/block diagrams - Minutes of meetings supporting the flow charts should be there. • Shall discuss it at the meeting on 13th December. Department shall consolidate the additional requirements and discuss in the meeting • Meeting should be conducted in a sequential manner • Assessment committee → Advisory meeting → BoS **Criteria 2** • Curriculum of KTU 2015, 2019 and autonomous batches 2020, 2021, 2023 can be added in criteria 2. During submission. 2015 can be removed while submitting SAR • When preparing the report, comment should be added such that 2023 curriculum approval pending • Curriculum 2023 has a well defined process. In criteria 2, initially previous curriculum details should be added as one paragraph • Innovative teaching practices - external review, students feedback, action taken should be noted.

		- Rubrics for lab and project should be included. It is very important. - Additional credits for MOOC courses - Bright students (Fastrack) - CO-PO-PSO mapping of 2020-2024 batch to be included in criteria 2 (One subject from each semester) - Industry-internship feedback is taken. Action should be taken. **Criteria 3** 2020-24 S1 to S4 - Common courses attainment is still not attained - Modules to combine CO attainment to final attainment is not implemented in RSMS till now - Attainment calculations if anything has to be done in excel - it should be informed to the departments 3.2 - CO attainment - Fixing target - Quality of students (continuous) - Procedure should be mentioned in the assessment manual to obtain the CO attainment - CIS - justification, CO-PO-PSO mapping should be done and justified. In our syllabus, PSO mapping is not given **Criteria 4** - Student participation in outside college, outside state can be maintained in a separate file. **Criteria 7.2** Our audit is done only at academic label Criteria page numbers can be entered as 1.1,1.2. Then for criteria 2, 2.1, 2.2 etc **Criteria 7.4** Admission details are not obtained from office

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	**Department level audit of draft SAR**	HoD and Asst. HoD	11-09-2024	Open
2.	**Workload**	Asst. HoD	14-09-2024	Open

3.	**Result Analysis**	HoD	11-09-2024	Open
4.	**Audit (even semester)**	All faculty	16-09-2024	Open
5.	**Budget (Finance)**	HoD and Asst. HoD	13-09-2024	Open

Prepared By: **Ms. Shyama Sreekumar**	**Prepared Date: 9/9/2024**	Reviewed By: **Dr. Manoj G Tharian,** **IQAC Coordinator**

IQAC Working Committee
MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/32	Date/ Time:	23/9/2024 2:00pm	Duration	1 hour
Venue:	IQAC Room, 1st floor, PG Centre	Purpose/Subject:	Audit CO-PO attainment status		

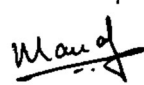| List of Attendees:			
1. Dr. Manoj G Tharian	2. Ms. Shyama Sreekumar	3. Dr. Elizabeth Rita Samuel	4. Dr. Aysha Zeneeb
5. Mr. Jebin Francis	6. Dr. Anita John	7. Dr. Varghese S Chooralil	8. Ms. Aparna George
9. Dr. Jisha G	10. Ms. Bency Wilson	11. Mr. Jithin P N	12. Ms. Bindu V A
13. Dr. Nikhila T Bhuvan	14. Dr. Deepti Jayan K	15. Ms. Santhi B	16. Ms. Deepthy G S

List of Absentees:			
1. Mr. Nitheesh Kurian			

AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
1.	**CO corrective measures**	● Department level meeting - 28th September - CO corrective measures (Attainment analysis)
2.	**Internal Mark Entry**	● Last date for mark entry - 26th September 2024
3.	**Audit (Odd Semester 2024)**	● 28th September to 4th October will be the audit of the current Odd semester ○ CO attainment of first internal exam and corrective measures to be filed for the audit
4.	**Workload**	Signed workload of the current odd semester should be submitted to IQAC as soon as possible.
5.	**Assessment manual**	● A meeting is scheduled on 26th September at 2pm with the IQAC members to present the assessment manual.

6.	**Attainment**	• Attainment of 2020-24 batch to be completed in RSMS for first year and second year • Basics of electrical and electronics, Basics of civil and mechanical attainment is pending in RSMS. Marks has to be imported from Rexa. It will be completed at the earliest
7.	**Second audit report of previous semester**	• Submit the pending audit report of previous odd semester if any
8.	**Budget details to Finance**	• If any departments have to submit the budget details to finance, submit it at the earliest
9.	**Draft SAR**	• Attainment is pending in draft SAR
10.	**2020-24 attainment**	• Labs, project, seminar, comprehensive - Method to do the attainment calculation - Availability of marks with the faculty members • Daily evaluation sheets for the labs/projects • with CO's mapped for the 2020-24 batch should be available with the faculty
11.	**CO-PO mapping**	CO's to be corrected if required, do it at the earliest

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	**CO corrective measures**	Department	28-09-2024	Open
2.	**Internal mark entry**	All faculty	26-09-2024	Open
3.	**Audit**	All faculty	04-10-2024	Open
4.	**Workload, Audit report**	Asst. HoD	30-09-2024	Open

Prepared By: Ms. Shyama Sreekumar	Prepared Date: 23/9/2024	Reviewed By: Dr. Manoj G Tharian, IQAC Coordinator

IQAC Working Committee
MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/33	Date/ Time:	30/9/2024 2:00pm	Duration	1 hour
Venue:	IQAC Room, 1st floor, PG Centre	Purpose/Subject:	First internal Audit		

List of Attendees:			
1. Dr. Manoj G Tharian	2. Ms. Shyama Sreekumar	3. Dr. Elizabeth Rita Samuel	4. Dr. Aysha Zeneeb
5. Mr. Jebin Francis	6. Dr. Anita John	7. Dr. Varghese S Chooralil	8. Ms. Aparna George
9. Dr. Jisha G	10. Ms. Bency Wilson	11. Mr. Jithin P N	12. Ms. Bindu V A
13. Dr. Nikhila T Bhuvan	14. Dr. Deepti Jayan K	15. Mr. Nitheesh Kurian	16. Ms. Deepthy G S

List of Absentees:			
1. Ms. Santhi B			

AGENDA / DISCUSSION POINTS
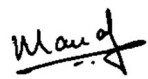
Sl No.	Agenda point	Discussion points/Remarks
1.	**First Internal Audit**	• On or before 4th October 2024 • Self-signed workload and individual time table can be uploaded
2.	**Time table and workload**	• It will be signed and given back at the earliest
3.	**Draft SAR**	• October 7th was the deadline for next due for SAR submission • Without attainment, SAR revision will not be there. • 2020-24 batch attainment should be finalized, then SAR can be revised accordingly • S1-S4 attainment will be completed by 3rd October by Software team

		● Departments shall update all the other details other than attainment ● Criteria 1 ○ Flow chart should be modified as per the comments from NBA ● Articulation matrix in SAR Criteria 2 needs to be finalized ● Criteria 1 and beginning of criteria 2 should have an uniformity among the departments
4.	**Process of defining curriculum**	● Flow chart is given by UG coordinators
5.	**CIS handout**	● It will be better if the departments prepare the course handout (Assignments, tutorials etc)

6.	**Attainment level**	● Should zero attainment be there?
		● L1 - low attainment, L2 - Moderate attainment, L3 -High attainment
		    ○ 0-10 - 0
		    ○ 10-50 - L1
		    ○ 50 to less than 70 - L2
		    ○ Greater than 70 - L3

7.	**Board of studies and Department Advisory Board**	● Department advisory board should conduct a meeting in the beginning of every semester ● Department assessment committee - meetings should be convened and minutes should be recorded - Result analysis, Co attainment analysis
8.	**IQAC Full Committee meeting**	● Scheduled on October 7th 2024 2pm ● New 5 IQAC members are added
9.	**New vision and mission**	● Ready by December
10.	**Rubrics for lab, seminar and project**	● A uniform rubric should be used among different classes for the same lab

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	**First internal audit**	All faculty	04-10-2024	Open

2.	**Curriculum design process**	UG coordinators	October 2024	Open
3.	**IQAC Core committee meeting**	IQAC	07-10-2024	Open
4.	**Revision of vision and mission**	IQAC and Management	December 2024	Open

Prepared By: Ms. Shyama Sreekumar	Prepared Date: 30/9/2024	Reviewed By: *[signature]* **Dr. Manoj G Tharian, IQAC Coordinator**