IQAC Working Committee
MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/11	Date/ Time:	05/01/2024 10:30am to 11:30am	Duration	1 hour
Venue:	IQAC Room, 1st floor, PG Centre	Purpose/Subject:		Mark entry, Workload, 2nd audit	

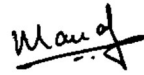| List of Attendees:			
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Mr. Nitheesh Kurian	4. Ms. Shyama Sreekumar
5. Dr. Aysha Zeneeb	6. Dr. Ranju S Kartha	7. Dr. Deepti Jayan K	8. Ms. Deepthy G. S.
9. Mr. Jithin P N	10. Ms. Bindu V A	11. Ms. Sangeetha Jamal	12. Ms. Prathibha P K
13. Dr. Varghese Chooralil	14. Mr. Jebin Francis	15. Ms. Aparna George	

List of Absentees:			
1. Ms. Deepthy G S			

AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
1.	**Retest Mark Entry**	• Series 1 and Series 2 absentees marks should be entered under retest 1 and retest 2 with the marks split up • For ineligible students, marks can be entered under add marks directly. • Further instructions regarding mark entry will be shared shortly
2.	**Workload**	• There should be uniformity in the workloads assigned in the various departments. • If any changes are required in the workload guidelines, kindly inform the IQAC as soon as possible • The subject allocation should be done under the supervision of HoD. • Workload of each faculty should be verified by the assistant HoD's with the help of time table committee.

		● Time table committee should also be aware of the workloads assigned. ● Meeting of TT committee is scheduled next week
3.	**Lab Mark Entry**	● Continuous evaluation marks should be entered experiment wise/CO wise so as to find attainment ● Internal lab exam marks can be put as a single entry by mapping to all the CO's
4.	**Minor Mini Project**	● Meeting of minor department coordinators is scheduled on Tuesday to discuss about the project
5.	**New RSMS**	● A new RSMS to be started for the autonomous batches starting from 2023 onwards. If there are any suggestions, inform IQAC.
6.	**Department Website updations**	● Faculty designations, Newsletters, activities etc coming under the department head of website should be updated with the latest details.
7.	**Second Internal Audit**	● Second internal audit is tentatively scheduled from January 19-22, 2024 ● All the course files, lab files, class teacher files, HoD files will be audited during the second audit
8.	**NAAC AQAR file updation**	● Last date for AQAR filing for the academic year 2022-23 is February 29, 2024. ● Full cooperation from the departments so as to complete the filing on time

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	Second internal audit	All faculty	22nd January 2024	Open
2.	NAAC AQAR	IQAC	29th February 2024	Open

Prepared By: **Ms. Shyama Sreekumar**	Prepared Date: 05/01/2024	Reviewed By: *Manoj* **Dr. Manoj G Tharian,** **IQAC Coordinator**

IQAC Working Committee
MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/12	Date/ Time:	15/01/2024 12:15pm to 12:45pm	Duration	30 mins
Venue:	IQAC Room, 1st floor, PG Centre	Purpose/Subject:		AQAR filing, Rechecking of marks in RSMS	

List of Attendees:			
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Mr. Nitheesh Kurian	4. Dr. Renju S
5. Dr. Aysha Zeneeb	6. Ms. Aparna George	7. Dr. Deepti Jayan K	8. Ms. Deepthy
9. Mr. Jithin P N	10. Mr. Abraham	11. Ms. Sangeetha Jamal	12. Ms. Prathibha P K
13. Mr. Jebin Francis			

List of Absentees:			
1. Dr. Varghese Chooralil	2. Ms. Shyama Sreekumar	3. Ms. Bindu V. A	
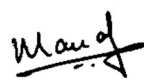
AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
1.	**RSMS internal mark entry**	- For S1 CS the lab entry details in alpha is being reflected in other batches. - EC internal 2 - Network Theory scrutiny report not visible. - Advise all faculty to recheck all the marks entered in RSMS. If any concerns, indicate to IQAC.
2.	**AQAR**	- Briefing of AQAR - 7 Criteria - Normally to be submitted by December of that Academic Year. Currently, 22- 23 academic year to be completed. - Submission by Feb 29th, 2024.

3.	AQAR - Criteria 1	○ AQAR 2022 -23
		○ B.Tech S5-S6 (20-24), S3, S4 (21-25), S1, S2 (22-26)
		○ M.Tech S3, S4 (21-23), S2 (22-24)
		○ Excel sheets with data required briefed.
		○ All departments list their core courses and offer them to other departments.
		○ DBSH and DMA - enter all the courses offered by them to other departments.
		○ The data requires mapping to if the course is local/global/regional
		G - gender. ES -Environmental Sustainability, HV - Human Values, and PE - Professional Ethics
		Submission by 22nd Jan, 2024.
4.	**Syllabus Modification and Justification**	● The syllabus modification and justification approved in BOS are needed year-wise and department-wise. (Sample will be shared)
5.	**Syllabus to be highlighted (skill, employability, entrepreneurship)**	● The syllabus will be shared in a drive, highlighted as indicated in the sheet, and if any subject has no highlighting or is not opted kindly delete in the drive. Maintain the file as pdf itself.
6.	**ES/CSBS**	● Minor and Honour will be a choice-based Credit system. If MOOC offered , provide details and enter as MOOC in ES/CSBS.
		● Elective subjects are ES.
7.	**Minor / Honour / Mtech/ Lab - miniproject / Self learning workload assignment**	● Special case workload to be put up to the Timetable committee and will be presented to Principal and if needed will be presented in HOD meeting.
8.	**General File Maintaining**	● As most of the details are now collected in RSMS, request for a format for maintaining general files in coming Mock audit.

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	**AQAR**	IQAC and NAAC coordinator	29-02-2024	Open
2.	**Syllabus modification and approval**	All faculty	January last week	Open
3.	**AQAR Criteria 1 – Syllabus details**	All faculty	22-01-2024	Open

Prepared By: **Dr. Elizabeth Rita Samuel**	**Prepared Date: 15/1/2024**	**Reviewed By:** **Dr. Manoj G Tharian, IQAC Coordinator**

IQAC Working Committee
MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/13	Date/ Time:	22/01/2024 12:15pm to 1:10pm	Duration	55 mins
Venue:	IQAC Room, 1st floor, PG Centre	Purpose/Subject:		Academic audit AQAR filing	

List of Attendees:			
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Mr. Nitheesh Kurian	4. Ms. Shyama Sreekumar
5. Dr. Aysha Zeneeb	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. Ms. Sangeetha Jamal	12. Ms. Prathibha P K
13. Dr. Varghese Chooralil			

List of Absentees:			
1. Mr. Jebin Francis	2. Ms. Aparna George		

AGENDA / DISCUSSION POINTS
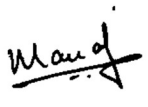
Sl No.	Agenda point	Discussion points/Remarks
1.	AQAR status	• 2023 pass out batch project details to be entered in RSMS • Activity points to be updated and approved for academic year 22-23.
2.	Academic audit	• 27th January 2024 - 30th January 2024 • Auditor list with staff mapping to be finalized by Asst. HoD is to be verified and returned by 23/01/2024. • The items to be checked in the audit for course files/ class files and HOD files will be shared. • Any staff who has left in the odd semester please see that the file is shown by any staff in the department.

3.	Publication details for 2022-23	• Proof of publications in the academic year 2022-23 to be uploaded in drive folder/RSMS. Pending list of publications to be uploaded is shared with the assistant HoD's.
4.	Workload clarifications	• Two hours slot in project will be allotted for Minor/Honours Project hour. • Honours/Minors - If the strength is greater than 80, it can be split into two classes • Honours/Minor - Saturday classes will be considered as self study class. No workload will be provided. • Minor/Honours Project coordinator will be the same Minor/Honours coordinator from department
5.	Minor/Honours	• Minor or Honour subjects offered by our department should be monitored properly. • Also, the online MOOC courses done as a part of Honours/Minors should be monitored by the Honours/Minors coordinators in the department.
6.	Mark Entry in RSMS	• Clarification regarding mark entry for the course Introduction to C programming will be conveyed to the corresponding departments
7.	Evaluation patterns for mark entry in RSMS	• There should be an uniformity maintained in the evaluation pattern of the similar subjects
8.	CO PO attainment of previous batches	• Theory courses attainment will be done on a trial basis by the software team followed by the attainment for labs by taking the RSMS entries. • Previous batches - A trial will be performed by taking the CO wise marks from REXA portal and attainment will be calculated • 2023 KTU batch attainment - Please ensure the CO PO attainment of 2023 batch is completed. Also, ensure a copy of consolidated CO PO attainment is maintained in the HoD file.

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	Activity Points for NAAC AQAR	Class Teachers	Last week of January	Open

2.	**CO PO attainment of previous batches**	Software team	First week of February	Open
3.	**Publication details for 2022-23**	Asst. HoD	First week of February	Open

Prepared By: **Ms. Shyama Sreekumar**	Prepared Date: 22/1/2024	Reviewed By: **Dr. Manoj G Tharian, IQAC Coordinator**