IQAC Working Committee
MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/17	Date/ Time:	11/03/2024 2:00pm to 2:30pm	Duration	30 mins
Venue:	IQAC Room, 1st floor, PG Centre	**Purpose/Subject:**		CO PO Attainment	

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. Ms. Priya S		

List of Absentees:			
1.Mr. Jebin Francis	2.Ms. Divya James		
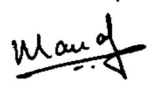
AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
1.	**CO Attainment**	- Briefed on how the CO attainment is computed from the entries in RSMS/REXA - Guidelines to be followed by faculties - Threshold marks (50%,60%,70%) are taken based on the difficulty level (3, 2, 1) - Different course outcomes should not be assigned to a single question. If different CO's have to be mapped, questions should be entered as sub divisions. - Shall take the feedback after the CO attainment calculation of the previous semester is completed and make any changes if required in the attainment calculation in RSMS.

		● Choosing multiple CO's for a question in series question paper will be disabled from this semester ● From this semester onwards, we are planning to get the CO attainment soon after each series exams,

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
	NIL			

Prepared By: **Ms. Shyama Sreekumar**	Prepared Date: 11/3/2024	Reviewed By: **Dr. Manoj G Tharian,** **IQAC Coordinator**

IQAC Working Committee
MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/18	Date/ Time:	25/03/2024 2:00pm to 2:30pm	Duration	30 mins
Venue:	IQAC Room, 1st floor, PG Centre	Purpose/Subject:		CO PO Attainment	

List of Attendees:			
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Mr. Nitheesh Kurian	4. Ms. Aparna George
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		

List of Absentees:			
1. Ms. Shyama Sreekumar	2. Ms. Divya James		
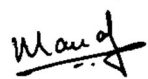
AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
1.	CO Attainment	• Briefed on how to map the CO for a question. • Multiple CO if mapped to a question, subsection to be assigned for each CO. • The CO of a subject must be framed in such a way that the assessment is planned. • A uniform assessment is needed while developing a software. In the current system, we assess the CO of each student. PO is calculated at the class level.
2.	Course code	• The subjects of CS, IT, and AIDS can be confusing with a subject name and code. The code and question paper must be confirmed by the student. • Add on course how to consider the revision in code and also if spanning two semesters, which semester to be assigned.

3.	**Meeting Minutes Code**	● For advisory meetings the inclusion of semester and class. At the last before the meeting number can include the semester and class.
4.	**Website**	● The tab academics have the KTU syllabus. It is advisable to remove the tab and put Autonomous Syllabus
5.	**Audit**	● April 12, 15, 16 - 2024 ● The course file for theory with practical subjects will be audited as one course. Will share the list of documents from the audit.
6.	**Mid-Semester Feedback**	● To be taken by April 1st, 2024, and ensure all students provide feedback.
7.	**AQAR data**	● Any support from the college for professional membership, conference attendance, or workshop.

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	**Mid Semester feedback**	Class Teachers	01-04-2024	Open
2.	**Audit**	All faculty	April 12 to 16, 2024	Open

Prepared By: **Dr. Elizabeth Rita Samuel**	Prepared Date: 25/3/2024	Reviewed By: **Dr. Manoj G Tharian,** **IQAC Coordinator**