

IQAC Working Committee

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/26	Date/ Time:	05/08/2024 1:30pm	Duration	1 hour
Venue:	IQAC Room, 1 st floor, PG Centre		Purpose/Subject:	NBA criteria presentation	
List of Attendees:					
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Dr. Aysha Zeneeb	4. Ms. Shyama Sreekumar		
5. Mr. Jebin Francis	6. Dr. Jisha G	7. Dr. Deepti Jayan K	8. Ms. Deepthy G S		
9. Ms. Aparna George	10. Ms. Bency Wilson	11. Mr. Jithin P N	12. Ms. Santhi B		
13. Mr. Nitheesh Kurian	14. Dr. Varghese S Chooralil	15. Dr. Anita John			
List of Absentees:					
1. Ms. Bindu V A	2. Dr. Nikhila T Bhuvan				

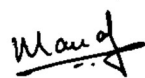
AGENDA / DISCUSSION POINTS

SI No.	Agenda point	Discussion points/Remarks
1.	Sanctioned intake	<ul style="list-style-type: none"> Sanctioned intake should be 60. No need to include supernumerary intake. Enrolment ratio is N1/N.
2	Success Rate	<ul style="list-style-type: none"> First year student count should be the denominator in student count while calculating success rate To be decided what is to be given in denominator by checking the previous SAR
3	Academic performance in 2nd year	<ul style="list-style-type: none"> 2022-26 batch second year will be CAYm1 SGPA - whether it is to be considered for failed candidates Rexa - revaluation results updation - to be told in HoD Meeting

4	Placement, Higher studies and Entrepreneurship	<ul style="list-style-type: none"> • Appointment letter/Id card to be collected from students • Fees receipt for students going for higher studies
5	5.3 Faculty Qualification	<ul style="list-style-type: none"> • CAY 2024-25 to be considered • F - calculated from 5.1 - UG+PG strength to be take • August to April 30 - Faculty to be present in two consecutive semesters - To be informed to principal
6	Faculty Competency	<ul style="list-style-type: none"> • Last 3 years faculty - Citations/h-index can be included • In correlation with program specific criteria - Supporting documents - publications within research groups
7	Faculty participation in FDP's	<ul style="list-style-type: none"> • Total number of days if greater than 5 - 5 marks can be given

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	NBA SAR filling	All faculty	December 2024	Open

Prepared By: Ms. Shyama Sreekumar	Prepared Date: 5/8/2024	Reviewed By:  Dr. Manoj G Tharian, IQAC Coordinator
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IQAC Working Committee

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/27	Date/ Time:	12/08/2024 2:00pm	Duration	1 hour
Venue:	IQAC Room, 1 st floor, PG Centre		Purpose/Subject:	NBA criteria presentation	
List of Attendees:					
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Dr. Aysha Zeneeb	4. Ms. Shyama Sreekumar		
5. Mr. Jebin Francis	6. Dr. Jisha G	7. Dr. Deepti Jayan K	8. Ms. Deepthy G S		
9. Ms. Aparna George	10. Ms. Bency Wilson	11. Mr. Jithin P N	12. Ms. Santhi B		
13. Ms. Bindu V A	14. Dr. Varghese S Chooralil	15. Dr. Anita John			
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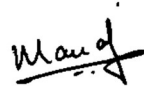
AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
1.	NBA Workshop on Saturday, 17th August	<p>Criteria in charges will meet at the respective venues and discuss about the file requirements from 9 am to 11am</p> <ul style="list-style-type: none"> ● Criteria 1- Dr. Manoj, Dr. Varghese Chooralil ● Criteria 2- Santhi, Jithin ● Criteria 3 - Bency, Jebin Francies ● Criteria 4 - Shyama, Dr. Anita John ● Criteria 5 - Deepthy G S, Aparna George ● Criteria 6 - Dr. Aysha Zeneeb, Mr. Nitheesh Kurian ● Criteria 7 - Dr. Jisha G, Dr. Elizabeth ● Criteria 8 - Dr. Deepti Jayan, Bindu V A

		Criteria in charges - prepare two slides for Saturday - to get an idea about the details required in each criteria
2	Criteria Files	<ul style="list-style-type: none"> • Summary sheets for each criteria - List of supporting document - To bring uniformity among the files from various departments • Data of 2023-24 can be brought for discussion from the department criteria coordinators
3	Attainment	<ul style="list-style-type: none"> • CO-PO attainment - August 21 • Theory courses attainment to be rectified and solved
4	Indirect Feedback Analysis	<ul style="list-style-type: none"> • Impact analysis of feedback talks (PO mapping) • 20% exit feedback

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	NBA Workshop	IQAC	17-08-2024	Open
2.	CO PO attainment (2024 pass out batch)	All faculty	21-08-2024	Open

Prepared By: Ms. Shyama Sreekumar	Prepared Date: 12/8/2024	Reviewed By:  Dr. Manoj G Tharian, IQAC Coordinator
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