IQAC Working Committee
MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/36	Date/ Time:	4/11/2024 2:00pm	Duration	1 hour
Venue:	IQAC Room, 1st floor, PG Centre	Purpose/Subject:		CO Attainment Prequalifier finalization	

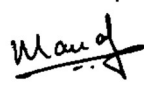| List of Attendees:			
1. Dr. Manoj G Tharian	2. Ms. Shyama Sreekumar	3. Dr. Elizabeth Rita Samuel	4. Dr. Aysha Zeneeb
5. Ms. Santhi B	6. Dr. Jisha G	7. Ms. Deepthy G S	8. Ms. Aparna George
9. Mr. Nitheesh Kurian	10. Ms. Viji	11. Dr. Deepti Jayan K	12. Mr. Ratheesh T
13. Ms. Hema	14. Mr. Jebin Francis	15. Dr. Anita John	16. Dr. Nikhila T Bhuvan
17. Ms. Bency Wilson	18. Dr. Varghese S Chooralil	19. Mr. Jithin P N	

List of Absentees:			
1. Ms. Bindu V A			

AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
1.	NBA SAR External audit	- Dr. Sukesh Kumar and Dr. Umakanth Kulkarni will be coming for external audit to college - Dr. Sukesh Kumar will be available in college on November 20 to 22 for NBA file audit. - Prequalifier of all departments to be edited and shared with Sukesh sir for approval
2.	Prequalifier	- Part A - College data. N1 calculations of three years to be given to NBA coordinator (CAY, CAYm1, CAYm2) - Part B minor corrections are there.

3.	CO PO Attainment of 2020-24	● CO attainment for internal 1, internal 2 and end semester

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	**NBA SAR review – External**	NBA coordinator and IQAC	20-11-2024	Open

Prepared By: **Ms. Shyama Sreekumar**	Prepared Date: 4/11/2024	Reviewed By: **Dr. Manoj G Tharian, IQAC Coordinator**

IQAC Working Committee
MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/37	Date/ Time:	18/11/2024 2:00pm	Duration	1 hour
Venue:	IQAC Room, 1st floor, PG Centre	Purpose/Subject:		CO Attainment Prequalifier finalization	

List of Attendees:			
1. Dr. Manoj G Tharian	2. Ms. Shyama Sreekumar	3. Dr. Elizabeth Rita Samuel	4. Dr. Aysha Zeneeb
5. Ms. Santhi B	6. Dr. Jisha G	7. Ms. Deepthy G S	8. Ms. Aparna George
9. Mr. Nitheesh Kurian	10. Ms. Jeshmol P J	11. Dr. Deepti Jayan K	12. Mr. Ratheesh T
13. Dr. Aysha Zeneb	14. Mr. Jebin Francis	15. Dr. Anita John	16. Mr. Jithin P N
17. Ms. Bindu V A	18. Dr. Varghese S Chooralil		

List of Absentees:			
1. Ms. Bency Wilson	2. Dr. Nikhila T Bhuvan		
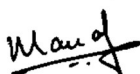
AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
1.	Prequalifier	• Prequalifier is submitted. Payment will be done today • After that, SAR submission will be open
2.	SAR submission	• SAR to be completed by December 2 and then it is to be entered on the website before December 20.
3.	NBA SAR Mock Audit	• CS and IT - Umakanth Sir- 25th • 20th and 21st - Sukesh sir and Murakandan sir - FN/AN slot

4.	**AUdit Schedule**	- Criteria 1, 2, 4, 5 and 6 - Show these 5 criteria to external audits - Template of SAR should be uniform - Negatives told during the previous visit - Actions taken and improvements made should be justified 20th FN - AEI (MK), Civil (SK) 20th AN - ECE (SK), ME(MK) 21st FN- Civil (MK), EE(SK) 21st AN - AEI (SK), CS (MK) 22nd FN - ECE(MK), IT (SK) 22nd AN - EE (MK), ME(SK) 25th - Umakanth Sir (FN - CS, AN - IT)
5.	**Indirect Attainment**	5 converted to a scale of 3 - Converted to percentage

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	**SAR – word file**	Departments going for NBA	02-12-2024	Open
2.	**SAR entry in NBA portal**	Departments going for NBA	20-12-2024	Open

Prepared By: **Ms. Shyama Sreekumar**	**Prepared Date: 18/11/2024**	**Reviewed By:** **Dr. Manoj G Tharian,** **IQAC Coordinator**

IQAC Working Committee
MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/38	Date/ Time:	23/11/2024 11:00am	Duration	1 hour
Venue:	IQAC Room, 1st floor, PG Centre	Purpose/Subject:		SAR mock audit review SAR filing	

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

List of Absentees:			
1. Dr. Varghese S Chooralil	2. Dr. Nikhila T Bhuvan	3. Mr. Nitheesh Kurian	
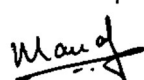
AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
1.	RSMS	• RSMS is taking lot of time to load pages → Server issues → Convey it in HoD meeting
2.	Mock Audit Review	• December 20th - SAR filling in RSMS • December 30, 31, January 1- Documentation session by Sukesh Sir • NBA dates on February/March
3.	SAR	• Uniformity in documentation • Thorough reading of documents should be made before filing o 25/11/2024 and 26/11/2024 - Corrections in SAR should be done for all criterias

		o 27/11/2024 and 28/11/2024 - Criteria wise meeting (1-2 hours) o 29/11/2024 - Department Presentation o 30/11/2024 - HoD's short presentation o 2/12/2024 to 4/12/2024 - Refinements of SAR
4.	**Criteria 7**	● 2018-22, 2019-23 excel. Complete the process for these two academic years - set the target ● 2020-24 - Attainment to be completed. Monday and Tuesday for that

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	**RSMS server issues**	HoD meeting	25-11-2024	Open
2.	**SAR word file**	Departments going for NBA	04-12-2024	Open

Prepared By: **Ms. Shyama Sreekumar**	Prepared Date: 23/11/2024	Reviewed By: **Dr. Manoj G Tharian, IQAC Coordinator**