

## **ACTION TAKEN REPORT**

**Date: 30/11/2020, Friday**

**Time: 3:00 pm**

**Venue: Google meet (LMS Platform)**

<b>Points Discussed</b>	<b>Action Taken</b>
1. Principal and IQAC Coordinator appreciated the coordination and support of all members for the successful conduct of the webinar.	The coordination and support of all the members for the successful completion of NAAC sponsored Webinar on “Quality enhancement in Higher Education Institutions” well appreciated by Principal & IQAC coordinator.
2. Decided to give appreciation letter to all the staff members and students who were actively involved in various webinar conducted during Covid’19 pandemic.	Appreciation letter to all the staff members and students who were actively involved in various webinar conducted during Covid’19 pandemic, distributed to them through H.O.D of various departments
3. Decided to nominate new members to IQAC and prepared a list for the IQAC reconstitution	In order to ensure the quality up gradation of higher education institution, as proposed by the NAAC and APJ Abdul Kalam University, Kerala, IQAC of our institution is reconstituted on 05/01/2021.
4. Decided to give a request letter to have an add-on module for student feedback in the current E-live system.	A request letter to have an add-on module for student feedback in the current E-live system, submitted to the Secretary, MBITS and it is under processing.

## **ACTION TAKEN REPORT**

**Date:** 25/01/2021, Monday

**Time:** 3:00 pm

**Venue:** Google meet (LMS Platform)

<b>Points Discussed</b>	<b>Action Taken</b>
<p>1. Discussed about the second academic e-auditing to be conducted in the month of February. As per the direction from KTU, the rating of the audit report should be given as Excellent, Good, Fair, Poor and Very poor. All files need to be updated in Google Classroom.</p>	<p>As per the new intimation from KTU, the second academic e-audit has to be carried out before 19<sup>th</sup> February 2021. The second internal audit is rescheduled from 12<sup>th</sup> to 18<sup>th</sup> February 2021, so that S5 internal marks and attendance report can also be added. The on-going internal audit report will be submitted from various departments by the team members &amp; chief co-coordinator on or before 19<sup>th</sup> February 2021 to the IQAC coordinator.</p>
<p>2. Discussed about the progress of MODROB proposal preparation by Electronics and Communication, Mechanical and Civil Engineering Departments. The last date for submission is extended to February 1<sup>st</sup> 2021.</p>	<p>The Civil Engineering and Electronics and Communication Engineering Departments submitted MODROB proposals to AICTE. Also two research proposals submitted to AICTE from Civil Engineering and Mechanical Engineering Departments.</p>

## **ACTION TAKEN REPORT OF THE IQAC MEETING**

**21/05/2021, Thursday**

*Resolution [1/3/20.05.2021] to co-opt Dr. Sunny Kuriakose A to the IQAC.*

**Action Taken:** Dr. Sunny Kuriakose A (Chief Administrative Officer and Dean Research) is co-opted to the IQAC.

*Resolution [1/5/20.05.2021] to implement the following as per NBA guidelines.*

1. *Take necessary steps for making the Outcome Based Education (OBE) fully implemented.*
2. *Various committees like, Department Advisory Committee (DAC), DQAC, PAC, CAC etc. be formed and made functional.*
3. *Collect various feedbacks and do the follow-up actions.*
4. *Help the staff members well-versed of the attainment level calculation of various outcomes.*
5. *Offer add-on or ancillary courses so as to address all POs 'satisfactorily' and to make the students more employable.*
6. *A sub-committee with the following members be formed for coordinating the accreditation activities.*
  1. *Dr. P Sojan Lal, Principal*
  2. *Dr. Solly George, IQAC Coordinator & Dean (Planning and development)*
  3. *Dr. Sunny Kuriakose, A, Chief Administrator & Dean (Research)*
  4. *Prof. Leena Thomas Dean (Academics)*
  5. *Asst. Prof. Manju George, NAAC Coordinator & HOD(CE)*
  6. *Asst. Prof. Soumya Markose (ECE), IQAC Joint Coordinator*
  7. *Asst. Prof. Mercy George (ECE), NAAC Joint Coordinator*

**Action Taken:** The details of various committees existing at present were collected.

### **Department level**

- a. Requested the HoDs to start the preparations for NBA accreditation and keep all the documents like Course File, Programme exist feedback etc. updated
- b. Requested the HoDs to modify the structure of the department level committees (if necessary) as per KTU guidelines.
- c. Requested the HoDs to form DQAC, DAC, PAC, CAC etc. in each department as suggested by NBA.

## College level

- a. Modify college level committees and cells as per the KTU directions and upload on the website.
- b. Directed to hold a meeting of the accreditation subcommittee and prepare a plan of action for NBA accreditation process.

*Resolution [1/6/20.05.2021] to conduct the placement training programme of 8 weeks duration with 6 hrs per day in the Google Meet platform. Students be divided in to batches of size 80-90.*

**Action Taken:** Placement Training sessions have been started for S6 on all Wednesdays in association with *Konfidence* group where the entire S6 students are divided into three batches. The sessions commenced on June 19, 2021.

*Resolution [1/8/20.05.2021] to form a committee with the following members to study various aspects of the Fund and to present the report in the next meeting of the IQAC.*

1. Thomas George, Assistant Professor, EEE
2. Lincy P Alias, Lecturer, S&H
3. Bincy Babu, Assistant Professor, CE

**Action Taken:** A committee with the following members was formed to study various aspects of Staff Benevolent Fund. The following members were nominated to the Staff Benevolent Fund:

Sl No	Dept.	Faculty Representative	Non-teaching staff representative
1	Co-ordinator	Dr. Solly George, IQAC coordinator	---
2	CE	Ms. Anna M Thomas	Ms. Sreeja Narayanan
3	ME	Mr. Abhilash K V	Mr. Bineesh Joy
4	EEE	Mr. Thomas George	Mr. Siby Kuriakose
5	ECE	Ms. Sherin Thomas	Mr. Eldho A G
6	CSE	Mr. Midhun Mathew	Ms. Shibina Alias
7	S&H	Rev. Fr. Dannis Joy	---
8	Office Administration	---	Ms. Anu Philip

## **Resolution [1/9/20.05.2021]**

- 1) *Make department level planning of curricular and co-curricular activities and calendarize. (The activities are to be planned so as to address the POs).*
- 2) *Address the fast learners and slow learners.*

- 3) *Make skill (talent) hunting and follow-up actions.*
- 4) *Modify (if necessary) the structure of all committees, cells, bodies etc. in the light of the KTU statutes.*
- 5) *Prepare College Handbook and Calendar.*
- 6) *Collection of data be done centrally so that whenever an event or function happens its details be shared to the Central Repository.*
- 7) *Conduct College level SWOC analysis and annual external audits.*
- 8) *Set apart dedicated committees for various accreditation/certification/ awards and recognitions like ARIIA, NIRF, 2f etc.*

**Action Taken:** The actions with regard to the above resolution are underway.

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## **ACTION TAKEN REPORT OF THE IQAC MEETING**

**26/07/2021, Monday**

*Resolution [3/2/26.07.2021] to conduct the 3-Day National FDP on 'Teaching Competencies for Self- Directed Learning' for faculty members in Higher Education in India*

**Action Taken:** 3- day National FDP on 'Teaching Competencies for Self- Directed Learning' was well organized during 28<sup>th</sup> - 30<sup>th</sup> July 2021. **Mr. T. P Raveendran FIE (India)**, Chairman, Kochi Local Centre, IEI was the Chief Guest. **Mr. A Chandrakumaran FIE (India)**, Airport Director, CIAL, Kochi was the guest of honour and **Prof. Dr. T.P Sasikumar** Scientist, Educationalist, Spiritual Director, Motivational Speaker was the keynote speaker. 276 participants across the country attended. The participants appreciated the programme with good feedback.

*Resolution [3/4/26.07.2021] to nominate Mr. Jibin Shaji (S6 ME), the Students' Council Chairman, and Ms. Binu K Joy, (S6 CE), the Students' Council Vice Chairperson as the new IQAC student representatives for 2020 - 2021.*

**Action Taken:** Nominated Mr. Jibin Shaji (S6 ME), the Students' Council Chairman, and Ms. Binu K Joy, (S6 CE), the Students' Council Vice Chairperson as the new IQAC student representatives for 2020 - 2021.

*Resolution [3/4/ 26.07.2021] to conduct the criteria wise meeting on 30/07/2021, Friday afternoon and to present the completed AQAR before Planning & Monitoring Committee.*

**Action Taken:** criteria wise meeting was conducted on 30/07/2021, Friday afternoon and presented the completed AQAR before Planning & Monitoring Committee on 20<sup>th</sup> December 2021

*Resolution [3/5/26.07.2021] to form Department Quality Assurance Cell for each department.*

**Action Taken:** The actions with regard to the above resolution are underway.

*Resolution [3/6/ 26.07.2021] to entrust the Academic Audit Cell to conduct internal audit for sixth semester classes and final audit report be submitted to the audit cell in-charge on 05-08-2021.*

**Action Taken:** Internal audit for sixth semester classes was conducted and the final audit report was submitted to the audit cell in-charge on 05-08-2021.

*Resolution [3/7/ 26.07.2021] to include all HoDs, Deans, Parent representatives from each department, more alumni representatives, more staff and student representatives in IQAC after discussing the matter in Academic Committee.*

*Resolution [3/8/ 26.07.2021] to nominate Mr. Ganesh Sreedhar, Mr. Anandhakrishnan S, Mr. Kiran Chandran, Ms. Bessy Benny, Dr. Paulose Paulose Mr. Afsal Ebrahim and Ms. Rakhi Rakesh in addition to Mr. Joseph Renjith G Chelad as alumni representatives in IQAC for 2020 – 2021*

*Resolution [3/8/ 26.07.2021] also to ensure the involvement of management representatives & representatives from local bodies in IQAC meetings*

**Action Taken:** IQAC was reconstituted with 30 members including all HoDs, Deans, Faculty representatives from each branch, Parent representative, alumni representatives from each branch, student representatives from M.Tech and Ph.D, PTA and local body representative, Employer and Industrialists nominee & also one non- teaching staff representative.

*Resolution [3/9/ 26.07.2021] to reconstitute the existing Committees, Cells and Clubs. Also to constitute new committees as envisaged by the regulatory bodies.*

**Action Taken:** Reconstituted existing *Committees, Cells and Clubs (Notice dated 18<sup>th</sup> September 2021)*

*Resolution [3/10/26.07.2021] to collect Action Plan for the year 2021-22 by IQAC, Departments and different cells/clubs*

**Action Taken:** IQAC Action plan for the year 2021-22 was prepared and presented before Planning and monitoring committee of the Institute.

Format of the Action Plan for various events and programmes was finalized and distributed to all departments/cells/clubs. Data in the format is being collected.

*Resolution [3/10/26.07.2021] to give orientation sessions on various topics / practices to teachers, non-teaching staff and students.*

**Action Taken:** In addition to induction program as directed by KTU, special orientation program was given to all first-year students. Give motivational talk on 'Scale Up' for S3 & S5 students. ERP (Elive) Awareness Program was conducted for newly joined faculty. Conducted Orientation program for all staff members and for office staff members.

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