

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MEETING MINUTES

**Date: 01-02-2019 (Friday)**

**Time: 02:15 pm**

**Venue: Conference Hall**

#### Agenda

1. Plan the activities to be conducted in the college
2. Discuss about Question Paper pattern.

#### Discussion

1. As part of ICT enabled teaching, promote faculties for using projectors in the class
2. In Srishti 2019, introduce Solar Car and Robot (prepared by Ganesh of S4 Mechanical)
3. Discussed about a modification in the question paper pattern

Q. No	Question	Mark	CO No.	Blooms Taxonomy Level

4. Plan the activities of the college for this semester and also for conducting during the semester break. The activities may be of minimum 2- 3 days of duration.

#### Decision

1. Students should be included as member in the IQAC committee
2. Question paper pattern forwarded to be discussed in the HOD meeting.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING MINUTES

**Date:** 05-09-2019, Thursday

**Time:** 12.45 pm

**Venue:** Conference Hall

Agenda

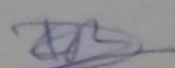
1. Activities for the academic year from all the departments.
2. Extramural lectures.
3. Add on courses.
4. Remedial class timing.

Discussions

1. Activity planning for the academic year from all the departments.
2. Organizing Technical talks and conference for odd and even semesters (2019-2020).
3. Talk on application of statistical tools in engineering to be organised.
4. Invite dignitaries for extramural lecturers and technical talks.
5. Talk on NBA accreditation procedures by associating with MACE.
6. Ensuring active participation of faculty in conferences.
7. Promotion of Add on courses for students.
8. Change in remedial class timings.

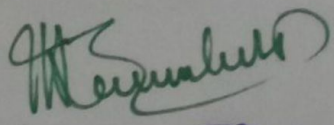
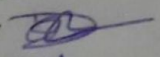
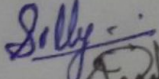
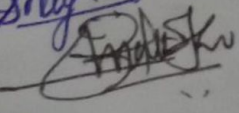
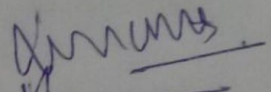
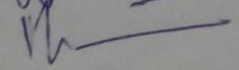
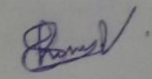
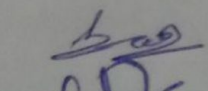
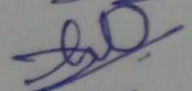
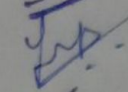
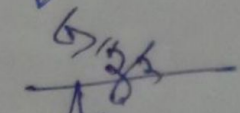
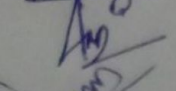
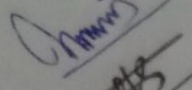
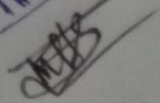

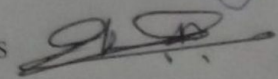
Decision

1. One conference per year to be conducted by each department.
2. Conduct Workshop on application of statistical tools in engineering. (Science and humanities department volunteered for the same).
3. Inviting dignitaries for extramural lecturers (planned).
4. Meeting with stakeholders will be conducted.
5. Faculty members will be given aid for attending conferences and workshops.
6. Teaching learning process will be improved with still and working models.
7. Decided to start Add-on courses for 7<sup>th</sup> semester students.
8. Remedial class timing will be changed from 4.30 pm to 7.15 pm.

  
Dr. Deviprasad Varma

IQAC Co-ordinator

Members Present

- Dr. P Sojan Lal, Principal 
- Dr. Deviprasad Varma P.R, Co-ordinator 
- Dr. Solly George, Joint Co-ordinator 
- Mr. Binu Kaippillil, Secretary, MBITS 
- Dr. Roy N Mathews 
- Prof. Johny Joseph 
- Prof. Shiney Varghese 
- Prof. Leena Thomas 
- Asst. Prof. Midhun Mathew 
- Asst. Prof. Siju Jacob 
- Mr. Mathew Varghese (A.O) 
- Asst. Prof. Anoop Sankar 
- Asst. Prof. Thomas George 
- Asst. Prof. Susanna M Santhosh 
- Asst. Prof. Anna M Thomas, Alumni Representative 
- Er. Eldhose P Mathew, CEO, Csharks 
- Mr. Akhil Biju, Union Chairman 