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# **IQAC MEETING**

## ***Minutes***

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**Date:** 01/01/2021, Friday

**Time:** 3.00 PM

**Venue:** Google Meet
































**Agenda:**

1. Concluding remarks of the NAAC sponsored national webinar conducted by IQAC.
2. Appreciation letter.
3. IQAC Reconstitution.
4. Request for E-live feedback module

**Attendance:**

Total present: 11

IN CALL

	Soumya Markose (You)		
	Bonia Jose		
	Dr. P. Sojan Lal (Princ...		
	Dr. Solly George		
	Eldhose Varghese		
	Jenty Joy		
	Manju George		
	Mercy George		
	Prof. Leena Thomas		
	Susanna M Santhosh		
	Thomas George		

### **Discussions and Decisions:**

1. Principal and IQAC Coordinator appreciated the coordination and support of all members for the successful conduct of the webinar.
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.
3. Decided to nominate new members to IQAC and prepared a list for the IQAC reconstitution.
4. Decided to give a request letter to have an add-on module for student feedback in the current E-live system.



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# ***IQAC MEETING***

## ***Minutes***

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

**Time:** 3.00 PM

**Venue:** Google Meet























**Agenda:**

1. Second Academic e-auditing.
2. Progress of MODROB proposal preparation.

**Attendance:**

Total present: 8

IN CALL

	Soumya Markose (You)		
	Bonia Jose		
	Dr. P. Sojan Lal (Princ...		
	Dr. Solly George		
	Manju George		
	Mercy George		
	Prof. Leena Thomas		
	Thomas George		

## **Discussions and Decisions:**

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.
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.

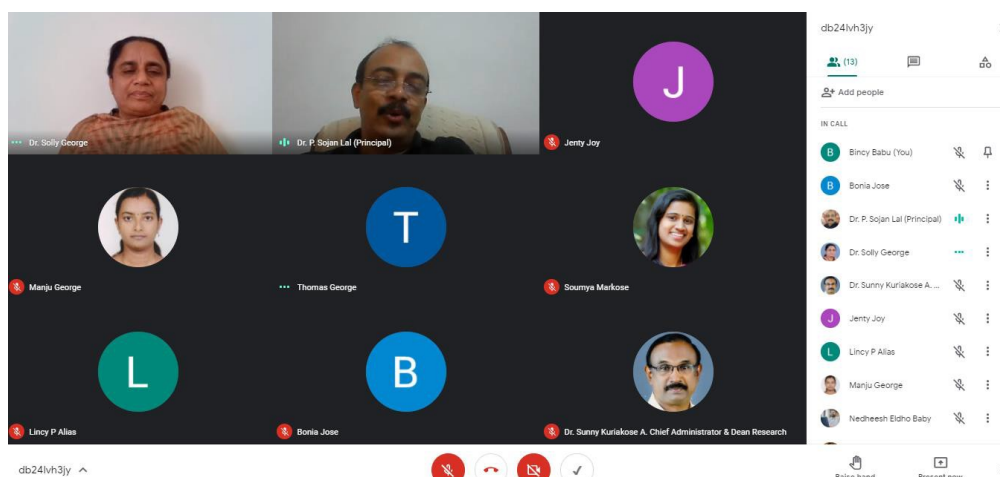
## Minutes of the IQAC meeting held on 20/05/2021

### Agenda:

- 1) Minutes of the last meeting and the Action Taken Report.
- 2) Presenting the summary of the IQAC activities during 2020-2021
- 3) Aptitude training for 2022 batch
- 4) Admissions to 2021-2022 batch
- 5) Measures to help students and staff at the time of Covid -19 pandemic.
- 6) Any other matter with the permission of the Chair

### Members Present:

13 (Thirteen) members were present in the meeting.



The meeting which was conducted in the virtual mode [Google Meet through LMS (IQAC Classroom)] started at 2 pm on 20<sup>th</sup> May 2021 with the Principal Dr. P. Sojan Lal in the chair.

In the presidential address, the Principal appreciated the efforts put in by the staff members in making the newly implemented Learning Management System (LMS) fool proof, which eventually helped the College listed in the New Code of Education 2021 Compendium and also to win the *Best Principal Award 2021*. The Principal mentioned about the resuming of online classes as per the regulations from KTU and reminded the importance of updating E-live details of the pass out students. He also introduced the new Chief Administrator and Dean Research who joined the College recently.

**Resolved [1/1/ 20.05.2021]** to congratulate the Principal Dr. P. Sojan Lal for having won the *Best Principal Award 2021* given away by CEGR, New Delhi.

**Resolved [1/2/ 20.05.2021]** to congratulate the faculty members who contributed to the creation of the new Learning Management System (LMS) that lead to the winning of the *New Code of Education 2021 award* and got listed in the compendium organised by Wheebox.

The IQAC coordinator Dr. Solly George welcomed the members and introduced the new Chief Administrator & Dean (Research) Dr. Sunny Kuriakose A, who joined the College on May 3, 2021.

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

### **Minutes of the last meeting and the Action Taken Report**

The IQAC coordinator presented the minutes of the last meeting along with the Action Taken Report.

**Resolved [1/4/20.05.2021]** to approve the minutes and the Action Taken Report of the meeting held on 25<sup>th</sup> January 2021.

### **Presenting the summary of the IQAC activities during 2020-2021**

Asst. Prof. Soumya Markose, Joint Coordinator IQAC, presented a brief account of the activities of the IQAC during 2020 – 2021. Detailed discussions were held on the activities of IQAC, the NAAC and NBA accreditations in particular. After the successful accreditation of NAAC, it was pointed to the need for going for NBA accreditation for maximum number of programmes.

With regard to the NBA accreditation, the following resolution was taken.

**Resolved [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, 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

### **Aptitude training for 2022 batch**

Shri. Jenty Joy, Training & Placement Officer, presented the details of the aptitude training for 2018-2022 batch students in association with *Konfidence Education*.

**Resolved [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.

#### **Admissions to 2021-2022 batch**

The principal reported the efforts put in my Admission Committee and the staff members towards making the B.Tech. admissions more successful.

**Resolved [1/7/20.05.2021]** to appreciate the effort taken by the Admission Committee towards making this years admission more successful.

#### **Measures to help students and staff at the time of Covid -19 pandemic.**

The IQAC Coordinator pointed to the need for starting a Benevolent Fund for the staff members. She said that the matter was placed before the Academic Committee got approved. Also, the matter was presented in each department by the respective HoDs and got approval.

**Resolved [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

#### **Any other matter with the permission of the Chair**

Various quality enhancement measures were suggested and the following decision was taken.

#### **Resolved [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.

The meeting came to a close at 3.30 pm by the vote of thanks by the Joint Coordinator Smt. Soumya Markose.

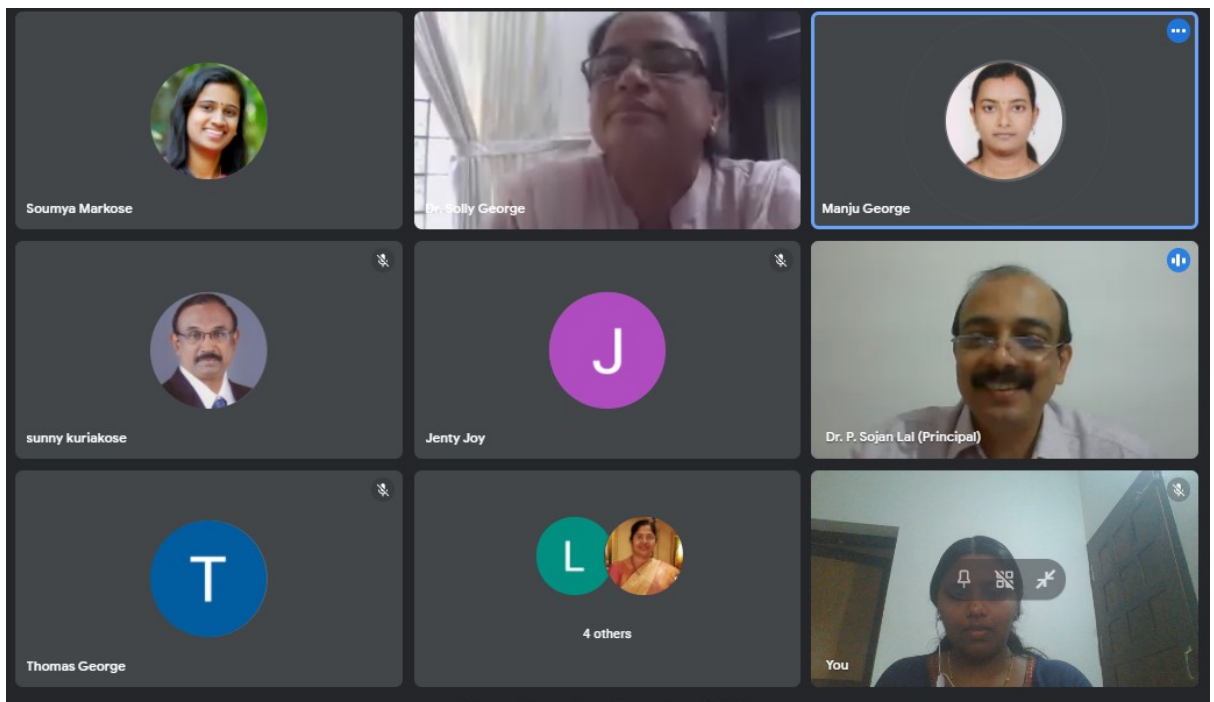
## Minutes of the IQAC meeting held on 21/06/2021

### Agenda:

- 1) Minutes of the last meeting and the Action Taken Report.
- 2) Upcoming webinar on “An Insight into National Education Policy (NEP) 2020.
- 3) Response of Online Placement training for 2018-2022 batch students.
- 4) Progress of benevolent fund collection.
- 5) Internal audit of final semester courses.
- 6) Scrutiny of end semester online exam question papers.
- 7) Remarks of the Board of Governors (BOG).
- 8) Any other matter with the permission of the Chair.

### Members Present:

13 (Thirteen) members were present in the meeting.



The meeting which was conducted in the virtual mode [Google Meet through LMS (IQAC Classroom)] started at 2.30 pm on 21<sup>st</sup> June 2021 with the Principal Dr. P. Sojan Lal in the chair.

In the presidential remarks, the Principal appreciated the efforts put in by the staff members and students for achieving The Edu future Excellence National Award 2021 under the category “Outstanding Innovation by Engineering Institute” by Zee Media.



### **Minutes of the last meeting and the Action Taken Report**

The IQAC coordinator presented the minutes of the last meeting along with the Action Taken Report.

**Resolved [2/1/21.06.2021]** to approve the minutes and the Action Taken Report of the meeting held on 20<sup>th</sup> May 2021.

### **Upcoming webinar on “An Insight into National Education Policy (NEP) 2020**

Asst. Prof. Soumya Markose, Joint Coordinator IQAC, presented the details of the upcoming webinar on “An Insight into National Education Policy (NEP) 2020 to be held on 23-06-2021. Various duties were distributed among the IQAC members.

**Resolved [2/2/ 21.06.2021] to conduct the webinar on NEP, with the following duties assigned**

1. Compering – Mr. Thomas George
2. Online Management- Mr. Eldhose Varghese & Mrs. Soumya Markose
3. Report Preparation- Mrs. Lincy P Alias & Mrs. Bincy Babu

### **Response of Online Placement training for 2018-2022 batch students**

Mr. Jenty Joy, Training & Placement Officer, reported that the online placement training for 2018-2022 batch students was well conducted and the students participated seriously. Various skill development measures for students were suggested and also discussed about the importance of mock interview for each student within the college. Contribution from alumni can also be incorporated for the mock interview.

**Resolved [2/3/ 21.06.2021]** that a Debate Club be formed with a staff member in charge and with student coordinators to improve the communication skill of students and to enhance their confidence level helping the students better skilled.

### **Progress of benevolent fund collection**

The IQAC Coordinator presented the progress of benevolent fund collection. She said that the draft copy of bylaw was prepared and presented in the Academic Committee meeting. Modified draft bylaw has to be placed before the General Body for final approval.

**Resolved [2/4/ 21.06.2021]** to form a MBITS staff benevolent committee with the following members.

1. Chairman - Dr. P Sojan Lal, Principal
2. Convenor - Mr. Thomas George, Asst. Professor, EEE Department
3. Joint Convenor - Mr. Eldho A. G., Trade Instructor, ECE Department
4. Treasurer – Mrs. Sherin Thomas, Asst. Professor, ECE Department

### **Internal audit of final semester courses**

**Resolved [2/5/ 21.06.2021]** to entrust the Academic Audit Cell to conduct internal audit for final semester classes and audit report be submitted on 23-06-2021.

### **Scrutiny of end semester online exam question papers**

It was reported that the proper scrutiny of the question papers be done in order to conduct the exams flawless.

**Resolved [2/6/ 21.06.2021]** to recommend the HoDs to scrutinize the question papers for the end semester examination of S8 students at least before 3 days of the examinations and the scrutineers shall affix their signatures in each question paper.

**Remarks of the Board of Governors (BOG)**

The Principal reported that the Board of Governors in their last meeting urged the need for going for NBA accreditation for at least one programme and the preparations be started as early as possible. Moreover, necessary action be taken to start additional batches in the existing programmes and also suggested to explore various ways to enhance the skill set of the students.

**Resolved [2/7/ 21.06.2021]** to recommend to the management give necessary directives for going for NBA accreditation for at least one programme.

**Resolved [2/8/ 21.06.2021]** to recommend to the Management to take necessary action to start additional batches in the existing programmes.

**Resolved [2/9/ 21.06.2021]** to explore various ways to enhance the skill set of the students.

The meeting came to a close at 4.00 pm by the vote of thanks by the Joint Coordinator Smt. Soumya Markose.

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## Minutes of the IQAC meeting held on 26/07/2021

### Agenda:

- 1) Minutes of the last meeting and the Action Taken Report.
- 2) Upcoming 3 Day National FDP on “Teaching Competencies for Self- Directed Learning” for higher education faculty members in India.
- 3) Farewell to IQAC student representatives from 2017-21 batch
- 4) IQAC Student representatives.
- 5) Annual Quality Assurance Report (AQAR) 2019 - 2020.
- 6) Department Quality Assurance Cell (DQAC).
- 7) Internal Audit of S6 courses. (2018-22 batch).
- 8) Reconstitution of IQAC with more members.
- 9) Reconstitution/constitution of different cells/clubs.
- 10) Any other matter to be discussed with the permission of the chair.

### Members Present:

14 (Fourteen) members were present in the meeting.



The meeting, which was conducted in the virtual mode [Google Meet through LMS (IQAC Classroom)], started at 2.30 pm on 26<sup>th</sup> July 2021 with the Principal Dr. P. Sojan Lal in the chair.

### Minutes of the last meeting and Action Taken Report

The IQAC coordinator presented the minutes of the last meeting along with the Action Taken Report.

**Resolved [3/1/26.07.2021]** to approve the Minutes and Action Taken Report of the meeting held on 21<sup>st</sup> June 2021.

**Upcoming 3 Day National FDP on “Teaching Competencies for Self- Directed Learning” for higher education faculty members in India.**

Ms. Soumya Markose, Joint Coordinator IQAC, presented the details of the upcoming 3 Day National FDP on ‘Teaching self-competencies for Self - Directed Learning’ for higher education faculty members in India. Various duties were distributed among the IQAC members.

**Resolved [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 and to assign the following responsibilities to the respective IQAC members as given below.

1. Compering – Ms. Bhavana B Ramesh, Ms. Julie Mariam
2. Online Management- Mrs. Soumya Markose & Mrs. Bonia Jose
3. Report Preparation- Mrs. Lincy P Alias & Mrs. Bincy Babu

**Farewell to IQAC student representatives from 2017-21 batch**

Mr. Vasudev Prathap (ME) and Ms. Devapriya Vinod (ECE)), (2017- 2021 batch), who represented IQAC during the past year was given a befitting farewell.

Felicitations were delivered by Dr. P. Sojan Lal. (Principal), Dr. Solly George (IQAC coordinator, Dean Planning & Development), Dr. Sunny Kuriakose. (Chief Administrator, MBITS), Mr. Kurian Parecattil (PTA representative), Mr. Jenty Joy (Placement officer) and Ms. Soumya Markose (Joint coordinator, IQAC). It was followed by the reply speech of these two students.

**Student representatives to IQAC.**

**Resolved [3/3/26.07.2021]** 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.

**Annual Quality Assurance Report (AQAR) 2019 – 2020**

The matter of AQAR submission was discussed in detail.

**Resolved [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.

**Department Quality Assurance Cell (DQAC).**

The functioning of DQAC was explained by the IQAC coordinator.

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

**Internal Audit of S6 courses. (2018-22 batch).**

**Resolved [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.

### **Reconstitution of IQAC with more members**

It was suggested that more representation in IQAC from the stake holders would be desirable for better functioning of the IQAC which is a main constituent of the College committed to quality enhancement and quality sustenance.

**Resolved [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.

**Resolved [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

**Resolved [3/9/26.07.2021]**. to ensure the involvement of management representatives & representatives from local bodies in IQAC meetings

### **Reconstitution/constitution of different cells/clubs.**

**Resolved [3/10/ 26.07.2021]**. to reconstitute the existing Committees, Cells and Clubs. Also to constitute new committees as envisaged by the regulatory bodies.

The meeting came to a close at 4.00 pm by the vote of thanks by Ms. Bincy Babu.

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