

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING MINUTES

Date: 31-08-2018 (Friday)

Time: 10 am

Venue: Conference Hall

Agenda

1. Discuss the functions of IQAC
2. Plan the the activities to be conducted in the college
3. Discuss about the documentation of various activies conducted in the college

Discussion

1. Discussed about the functions of IQAC
 - a. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
 - b. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
 - c. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
 - d. Dissemination of information on various quality parameters of higher education;
 - e. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
 - f. Documentation of the various programmes/activities leading to quality improvement;
 - g. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
 - h. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
 - i. Development of Quality Culture in the institution;
 - j. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
2. Needed to focus on overall quality of the institution.
3. Plan the activities of the college for one year.
4. Student projects should be of good quality.
5. International conferences have to be conducted by each department.
6. Resourse persons for the activities most preferably be an industrialist.
7. Select 2-3 best projects from each department and conduct a presentation to select the best project and appreciate them.
8. Certificate of appreciation for the students who secured SGPA of greater than 8 and 9 after the result of each semester.
9. All faculties needed to enhance ICT enabled teaching by using NPTEL.
10. Membership and student chapters of various professional bodies like IEEE, ASME, IET, CSI, are to be started and enhanced in each department.

11. Common format for seminar and project reports are to be finalized and circulated.
12. Department Library is to be properly maintained in each department. The books also to be issued to students through the staff.
13. For the books in the department library the in-charge has to mail requests to the publishers for the Specimen copy.
14. Documentation of all activities (including IV) has to be done with the attachment of notice, report, photo and attendance.
15. Gate coaching has to be done in accordance with the Placement training program.
16. Collect Gate Score Cards from the students and are to be maintained in each department.
17. Faculties have to be encouraged by giving a token of appreciation for their success.
18. Discuss to Teena Abraham (Faculty ECE), in-charge of Documentation committee of all activities, whether need more people for assistance.(She told to make arrangement to get all details of departmental activities)
19. Training has to be conducted for those students who are going to participate in the recruitment by TCS on September 11th.

Decision

1. The plan and the budget of the departmental activities (talks, seminars, workshops, conferences) for the current year have to be produced before IQAC on September 14th.
2. An International conference has to be planned in the next semester and prepare the budget.
3. All departments have to start student chapter for IEI.
4. Industry Institute Partnership Cell (IIPC) has been formed in the leadership of Aby Chummar (faculty, ME). The committee member will be same as that of Helpline for Employment, Higher studies and Add on courses.
5. ISRO visits has to be documented by IIPC.(All documents have to be collected from the Principal)
6. Paper publication of the student projects and participation of students in the paper presentations in various conferences are to be included in the Staff meeting agenda.
7. Minutes of All staff meeting has be done by, Mercy George(faculty, ECE) and Hema M. (faculty CE).