IQAC Meeting – Minutes

Date: June 8, 2022
Time: 3:15 p.m.
Venue: Board room

Agenda:

Academic audit guidelines

NAAC accreditation

Any other matter permitted by the chair

Members present:

Dr. Bos Mathew Jos

Dr. Siny Paul

Dr. Soni Kuriakose

Dr. Jisha Kuruvilla

Dr. Jiss Paul

Dr. Surekha Mariam Varghese

Prof Sonia Abraham

Dr. Aji Joy

Dr. Deepak Eldho Babu

Prof. Neena Sunny

Dr. Binu Markose

Prof. Beena M Varghese

Dr. Thomas George

Prof. Joby George

Prof. Rani Thomas

Prof. Nisha Markose

Prof. Sabu Kurian

Dr. Elson John

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Minutes:

The meeting began at 3:15.p.m.

It has been confirmed that the external audit will take place between 15th to 17th of this month. Accordingly, the internal audit of past and current semesters will be completed on the 13th and 14th of this month.

> ➢ The department have to maintain samples of printed course diary(from ETlab) with relevant pages.

> ➢ The list of faculty, technical staff and students may be given to the auditors during internal audit.

> ➢ Faculty evaluation has been initiated in ETLab, which will be available before external audit. Faculty advisors are instructed to inform students and there by track the timely completion of survey.

> ➢ In addition to the parameters included in the audit assessment manual, the files on academics, staff, and students listed in the annexure audit manual will be audited.

The NAAC Coordinator, Dr. Deepak Eldho Babu, listed the NAAC coordinators for each department

A student satisfaction survey must be organised as the first step of NAAC, and faculty advisers must compile a randomly selected list of 70% of students. It has been decided to conduct a trial survey in the following week. Faculty advisers are to educate students about the NAAC procedure. Following that, each department will plan a general addressing of students semester-by-semester.

Although the placement data metric has increased, the NAAC team indicated that because it is one of the most significant parameters in accreditation, department heads should endeavour to enhance it in the next days before submitting the SSR.

Dr. Bos Mathew Jos notified that the institution will be visited by an autonomous team in the near future and requested the department heads to facilitate data collection.

The meeting was adjourned at 4 p.m.

Dr. Siny Paul

IQAC Coordinator

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IQAC Meeting – Minutes
Date: August 17, 2022
Time: 10 a.m.
Venue: Board room

Agenda:

Academic audit guidelines

NAAC and NBA accreditation

International Conference

Any other matter permitted by the chair

Members present:

Dr. Bos Mathew Jos

Dr. Siny Paul

Dr. Soni Kuriakose

Dr. Jisha Kuruvilla

Dr. Jiss Paul

Dr. Surekha Mariam Varghese

Prof Sonia Abraham

Dr. Aji Joy

Dr. Biju B

Prof. Neena Sunny

Prof. Beena M Varghese

Dr. Thomas George

Prof. Joby George

Prof. Rani Thomas

Prof. Biju Skaria

Minutes:

The meeting of department heads and IQAC began at 10 a.m. in the board room.

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It has been confirmed that the even semester internal audit will occur on 19th and 22nd of this month as previously scheduled. Dr. Thomas George insisted on the need to elaborate every item in the audit assessment sheet so as to standardize evaluation. It is decided to include the internal audit dates in college calendar. An external audit, by the same panel of experts as the prior audit, is anticipated by the end of November.

It is noteworthy that the departments of Electronics & Communication and Computer Science & Engineering have received 3 year extension of NBA accreditation. The NBA coordinator, Dr. Surekha Mariam Varghese, stressed the need of maintaining Personal file, Course file and other criteria files. for the NBA visit by the start of October 2022.

Dr. Siny Paul urged the requirement of structured monitoring of NAAC and timely updation of Corbel site. She explicated the possibility to converge the data collection for NAAC, NBA and NIRF by expanding the Campus Management software, ETLab, with provisions for daily event updates.

The timely follow up of department heads and faculty advisors is appreciated for enabling a 90% score on the NAAC Student Satisfactory Survey. The NAAC Criteria – 1 coordinators, Dr. Jisha Kuruvilla and Dr. Anjana, have been tasked with designing a uniform feedback form for all departments that incorporates NAAC and NBA requirements.

Dr. Brijesh Paul is suggested as the coordinator for organizing an International Conference during March – April, 2023. It has also been decided to arrange a Faculty Development Programme for newly joined faculty in a month.

The deadline for NIRF documentation is set for December 2023.

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Dr. Siny Paul made note of the requirement to standardize various activities of clubs, cells and committee. Principal emphasized the necessity to reframe duties and responsibilities of each body.

The meeting was adjourned at 11 a.m.

Dr. Siny Paul

IQAC Coordinator

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IQAC Meeting – Minutes

Date: October 11, 2022
Time: 11:00 a.m.
Venue: Board room

Agenda:

- Approval of academic calendar
- Approval of add-on courses
- Faculty Development Programme in Engineering Pedagogy
- NAAC Accreditation Process

Members present:

Dr. Bos Mathew Jos

Dr. Siny Paul

Dr. Soni Kuriakose

Dr. Jiss Paul

Dr. Surekha Mariam Varghese

Prof Sonia Abraham

Dr. Biju B

Dr. Elson John

Dr. Aji Joy

Dr. Deepak Eldho Babu

Dr. Jisha Kuruvilla

Minutes of the meeting:

The meeting began at 11:00 a.m. in the Board room.

The college academic calendar and department academic calendar in par with the KTU calendar are approved.

The curriculum and syllabus of add-on courses are approved.

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The members discussed about the conduct of a Faculty Development Programme for young engineers.

Dr. Deepak Eldho Babu, the NAAC Coordinator briefed the status of NAAC process. He informed the receipt of DVV of NAAC. The committee discussed on the preparation of response for the DVV received.

The meeting was adjourned at 12:30 p.m.

Dr. Siny Paul

IQAC Coordinator

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IQAC Meeting – Minutes

Date: November 14, 2022

Time: 11 a.m.

Venue: IQAC room

Agenda:

Internal and external academic audit

NBA visit remarks

Status of NAAC and NIRF

Members present:

Dr. Bos Mathew Jos

Dr. Siny Paul

Dr. Soni Kuriakose

Dr. Jiss Paul

Dr. Surekha Mariam Varghese

Prof Sonia Abraham

Dr. Elson John

Dr. Aji Joy

Dr. Thomas George

Prof. Joby George

Prof. Neena Sunny

Prof. Rani Thomas

Dr. Binu Markose

Dr. Arun Kumar

Prof. Neetha John

Minutes of the meeting:

The meeting began at 11 a.m. in the I room.

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The principal expressed his gratitude to the NBA criteria heads and the heads of various departments for their tiring efforts during the NBA visit.

The NAAC coordinator, Dr. Deepak Eldho Babu, informed about the completion of the NAAC pre-qualifier and urged all to be prepared for the physical evaluation of the qualitative matrices. Every department will receive a copy of the NAAC procedural checklist. The members recommended second week of January 2023 as the best time for the visit and suggested Principal to propose the dates of visit to NAAC as Jan 13 and 14.

The NBA coordinator, Dr. Surekha Mariam Varghese, thanked department heads for their critical assistance during the NBA Expert team visit at college (Nov 4-6). While incorporating comments from NBA team, she made a few recommendations for enhancement. She pleaded department heads to ensure effective teaching – learning process, content delivery mechanisms, innovative methods in teaching, mechanism to improve results, attainment calculation, a review of departments' mission statement, question paper quality and the operation of various department assessment committees. She added that a careful attention should be given to Course Outcomes definition.

IQAC Coordinator Dr. Siny Paul proposed that the course outcomes for every course in the KTU 2019 scheme's shall be confirmed by assessment committees (Stream Committee and Program Assessment Committee) of the department and a copy signed by HOD shall be given to IQAC. She also mentioned the necessity for preparation of an OBE manual of the college.

The internal audit will take place on November 16–17, 2022, and the external audit is anticipated to take place on November 22. Dr. Siny Paul circulated a checklist of items to be verified in department; to the Heads with a particular emphasis on odd semester department calendar, add-on course list of current semester, placement

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status of 2022 passed out students, staff appraisal, seminar and project evaluation using rubrics, to name a few. Students are to be arranged from each class for an interaction with the auditors.

Dr. Elson John, NIRF coordinator, requested support and cooperation of all heads for NIRF procedure.

The meeting was adjourned at 12:30 p.m.

Dr. Siny Paul

IQAC Coordinator

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IQAC Meeting – Minutes

Date: January 10, 2023
Time: 11:00 a.m.
Venue: Board room

Agenda:

- NAAC Peer team visit
- Review of the activities of IQAC

Members present:

Dr. Bos Mathew Jos

Dr. George Issac

Dr. Siny Paul

Dr. Soni Kuriakose

Dr. Jiss Paul

Dr. Surekha Mariam Varghese

Prof Sonia Abraham

Dr. Biju B

Prof. Neena Sunny

Prof. Beena M Varghese

Dr. Thomas George

Prof. Joby George

Prof. Biju Skaria

Dr. Binu Markose

Dr. Deepak Eldho Babu

Sri. Eldhose Paul

Sri. Gis George

Dr. Arun Kumar

Prof. Rani Thomas

Dr. Jisha Kuruvilla

Sri. Abhiram S

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Minutes of the meeting:

The meeting started at 110:30 a.m. in the Board room.

The principal Dr. Bos Mathew Jos offered a warm welcome to all and asked for their presence for IQAC interaction during the NAAC peer team visit from 19-2-January.

The IQAC Coordinator Dr. Siny Paul presented the activities of IQAC during the last six months.

NAAC Coordinator Dr. Deepak Eldho Babu briefed the proposed visit schedule of NAAC peer team during 19th and 20th of January 2023.

IQAC members discussed about the arrangements needed for the visit.

Dr. Surekha Mariam Varghese proposed the vote of thanks.

The meeting was adjourned at 12:15 p.m.

Dr. Siny Paul
IQAC Coordinator

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IQAC Meeting – Minutes
Date: February 16, 2023
Time: 10:30 a.m.
Venue: Board room

Agenda:
- Planning the activities of IQAC
- Approval of academic calendar
- Approval of add-on courses

Members present:
Dr. Bos Mathew Jos

Dr. Siny Paul

Dr. Soni Kuriakose

Dr. Jiss Paul

Dr. Surekha Mariam Varghese

Prof Sonia Abraham

Dr. Biju B

Prof. Neena Sunny

Dr. Thomas George

Prof. Joby George

Prof. Biju Skaria

Prof. Tomson Anjilivelil

Dr. Deepak Eldho Babu

Sri. Eldhose Paul

Minutes of the meeting:

The meeting began at 110:30 a.m. in the Board room.

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The principal expressed his gratitude to each department head for their assistance during the NAAC visit. He truly appealed the need of maintaining documents as numerous accreditations may eventually necessitate them.

The principal further asked that department heads and members of the IQAC make earnest attempts to use Campus Management Software, ETLab, to preserve data. The department heads emphasised the necessity of providing staff members with training on how to effectively use ETLab.

The college academic calendar and department academic calendar in par with the KTU calendar are approved.

The curriculum and syllabus of add-on courses are approved.

The highlights of the discussion include:
- Mandatory paper publication by faculty every six months
- Provision for collecting placement data through ETLab, including off-campus placements
- The establishment of departmental team to submit funding applications
- Effective mentoring
- Timely project presentations
- Industry support labs in each department
- Promoting internships through the signing of MOU's with industry with the support of alumni. 'Internship turned job' policy to be applied.
- Identifying the distinctiveness and best practices of our institution.
- Impart guest faculty about MACE's culture and principles
- Special training to lateral entry students
- Strict recording of attendance

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- Promoting start-up via Idea Pitching contests and flagship activities in the next semester
- Reframing of Course Outcomes and CO-PO mapping of 2019 scheme under the supervision of Stream Coordinators
- Quality of question paper and assignments to be improved
- Ensure proper mechanism of content delivery
- Remedial classes may be included in department time table.
- Disseminate best practices of each department for overall improvement
- Improve quality of paper publications
- Engage students with add-on courses during free hours
- NAAC mandates the yearly submission of Quality Assurance Report and thereby continue the use of Corbel software

The meeting was adjourned at 12:30 p.m.

Dr. Siny Paul

IQAC Coordinator

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