

INTERNAL QUALITY ASSURANCE CELL
(Reconstituted in August 2020)

TRANSCRIPTS OF MEETING #3 OF 2021 OF THE INTERNAL QUALITY ASSURANCE CELL

Date: September 30, 2021

Time: 12.30-01.00 p.m.

Venue: IQAC Room, First Floor, PG Center

Agenda:

1. Review of previous meeting minutes
2. Activities for October 2021

Transcripts:


1. It was decided that a format for course plan preparation for the B.Tech. S7 semester is to be circulated in all the departments.
2. To work towards the 2020-21 AQAR, it was decided to carry out a department-wise consolidation of IQAC monthly reports from July 2020 to June 2021.
3. It was also decided that the consolidated monthly reports are to be circulated back to the respective departments for any omissions and corrections.
4. Department wise journal publications' details along with proofs are to be collected by circulating an excel template.
5. It was decided to schedule and carry out the second internal audit for S2 M. Tech., S2 B.Tech., S4 B. Tech., S6 B.Tech., Class teacher files and HoD files.
6. The meeting decided to carry out a criteria wise presentation for NAAC in the presence of the NAAC coordinator
7. It was also decided that the vetted criteria wise PPTs are to be circulated within the institution after being approved by the Principal.
8. Reconstitution of the committees for various clubs, department associations, professional bodies and various academic/administrative cells is to be carried out and, in this regard, a list of candidates is to be collected from the HoDs of the various departments.
9. It was decided that guidelines are to be framed for calculating the activity points for the autonomous batches
10. The meeting proposed to prepare curriculum and syllabus templates for autonomous batches.

Action Items

Action No.	Action Item	Action by	Target Date
1.	Format for S7 course plan	Joint Secretary	1 st week of October

		(Course)	
2.	IQAC monthly report consolidation	IQAC Joint Secretaries	1 st week of October
3.	Department journal publication details	Joint Secretary (Research)	1 st week of October
4.	Second internal audit	Joint Secretary (Audit)	3 rd week of October
5.	NAAC criteria wise PPT presentation, vetting and circulation	Joint Secretaries	4 th week of October
6.	Reconstitution of committee list	Team IQAC	2 nd week of October
7.	Guidelines for activity point calculation	Team IQAC	4 th week of October
8.	Curriculum and syllabus templates for autonomous batches	Team IQAC	4 th week of October

Ms. Mary Priya Sebastian
General Secretary -IQAC


Ms. Liza Annie John
Asst. Coordinator- IQAC

Dr P.S. Sreejith
Coordinator -IQAC

Date: October 01, 2021