

Toc H INSTITUTE OF SCIENCE & TECHNOLOGY, ARAKKUNNUM

Minutes of the Meetings of Internal Quality Assurance Cell

2015-2016

SL. NO	DATE	MEMBERS PRESENT	POINT DISCUSSED
1	01/07/2015	Dr.D.Vincent H. Wilson , Principal, on Chair Prof Dr.Babu John, Vice Principal, HOD,ME Col.Prof.Dr.P.M.Xavier, Dean Academics & Student Welfare Prof Dr. Raveendran Nair, Dean, ME Prof.Dr Suresh Manimala, Dean, MBA Prof.Dr.K.J.John, Sc&H Mr.Jose Philip(MD, BSEL Infra Projects Ltd) Prof.Jacob Thumbunkal (Prof.Maths & Admission officer) Mr. George C Mathew (MBA dept) Mr.Xavier Mascarenhas (Admin.Manager) Mr.Raghu (President, PTA) Dr.P I Paulose (Prof.R & D Dept./IQAC Coordinator)	QIP should be implemented in a speedy manner. Follow up action is to be done that QIPs are implemented without fail. Departments should try to put students on real time projects rather than giving importance to paid projects. An energy Audit can be conducted in the institute Measures can be taken to conserve water and all other resources Explore various opportunities with international universities and institutions on collaboration in research and student exchange program. The meeting entrusted the IQAC chairperson (Principal) to nominate representatives from Civil, Fire & Safety, CS, and IT departments after consulting with respective HODs.

2	02/03/2016	<p>Prof. (Col) P. M. Xavier , Dean , Academics & Student Affairs</p> <p>Prof. Jacob Thoombunkal, (Maths)</p> <p>Prof. Dr. P. I. Paulose (Sc &H)</p> <p>Asst. Prof. Thomas A. Vetteth(SF dept)</p> <p>Dr. Sanjay Gopinath (Sc &H)</p> <p>Asso. Prof. Vasudev R(Civil Dept)</p> <p>Asst. Prof. George C Mathew(MBA)</p> <p>Asst. Prof. Pearly Sara Chacko(MBA)</p> <p>Asst. Prof. Roshni Polly(ECE)</p> <p>Asst. Prof. Sreelakshmi S(ECE)</p>	<p>The meeting discussed about the first KTU results and suggested to do some orientation for the students to write examinations as per the KTU Pattern.</p> <p>IQAC emphasized the importance to improve the results and suggested that more remedial Classes should be conducted if it is required.</p> <p>IQAC directed that all the departments should furnish all the required pending data for NBA Accreditation Process.</p> <p>The meeting also entrusted the principal to identify a suitable person to coordinate NBA Accreditation process along with Prof. Jacob Thoombunkal.</p> <p>The meeting examined the progress in the Accreditation process.</p> <p>IQAC suggested that the Institute should upload the Pre-qualifier of NBA in the first half of 2016 itself.</p> <p>IQAC suggested all the departments to organize FDPs during the semester break involving the participation of external as well as internal members of faculty.</p> <p>Resolved to give thrust to Outcome-Based Education (OBE) and also to appoint an expert in this area at the earliest.</p>
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	09/05/2016	<p>Dr.D.Vincent H. Wilson , Principal, on Chair Prof Dr.Babu John, Vice Principal, HOD,ME Dr.Varghese paul, Dean IT Dr.Suresh Manimala, Dean, MBA Prof. Dr. P. I. Paulose (Sc &H) Ms.Sreela Sreedhar, HOD, CS MS.Deepa Elizebeth George, HOD, EC Dr.Vasudev R. Associate Professor, CE Dr.Sanjay , Associate Professor Mr.George C Mathew, Assisstant Professor</p>	<p>More industry institute interaction programmes should be organized</p> <p>Project works to be done based on the industrial requirements</p> <p>HODs should indentify various measures to improve the quality, namely project work, industrial visit.</p>
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Dr.P I Paulose
Prof.Sc & H

IQAC Coordinator