

Toc H INSTITUTE OF SCIENCE & TECHNOLOGY, ARAKKUNNUM

Minutes of the Meetings of Internal Quality Assurance Cell

2016-2017

SL. NO	DATE	MEMBERS PRESENT	POINT DISCUSSED
	08/09/2016	<p>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 Lathi Karthi,HOD,CE Prof Dr.P.I.Paulose, HOD,R&D Prof.Dr.K.J.John, Sc&H Assoc. Prof.Dr Sreeja Subhash, HOD ,Sc&H Asst Prof Thomas Vettath, HOD,SF Asst Prof Deepa Mary Varghese ECE Asst Prof, Mithu Mary George,CSE Asst Prof Ajeesh G. Krishnan,, IT Asst Prof Mangala Devi ,EEE Assoc. Prof Dr. Mathew C.D., Placement Officer Mr.Sleeba Mathai Mr Eapen Mathew,AO</p>	<p>MTech coordinators to ensure the participation of eligible MTech students for the placement</p> <p>The Question paper of the Internal exams of the First and Third semester , BTech held from 5th – 7th Sept 2016 was held on the basis of the University exam pattern . Whether this new practice is good and can be followed to be determined after the valuation of the answer papers</p> <p>Internal examinations to be held henceforth on Thursday , Friday and Saturdays instead of Monday , Tuesday and Wednesday in order to save a working day</p> <p>HODs to ensure that there is a proper information through emails. Mails from the KTU will be forwarded by the Principal to the HOD group mail and the HODs should ensure that it is passed on to faculty and students</p> <p>On the basis of the Analysis of the Exit Feedback form of the 2012-2016 batch collected from all the department , students have given a high ranking to Academic Learning environment, interaction with faculty , library and computer facilities but they have given a low ranking to the extracurricular activities, recreational activities and canteen facilities.</p> <p>Hence corrective measures to be taken such as</p>

	<p>Asst Prof Pearly Saira Chacko, MBA Asst Prof Reena Madhu,i/c,App Psy&C</p>	<p>1. A New canteen place to be identified and a proposal to be prepared on a low budget</p> <p>2. The basement area of the PG girls hostel to be used for recreational purpose , music instruments to be arranged . to coordinate</p> <p>3. Pplayground area of the Girls hostel to be renovated. to coordinate</p> <p>PTA meeting Feedback to be regularly collected and analyzed To be conducted on a regular basis in each semester in all departments Faculty Development Programmes to be conducted during the semester break</p> <p>Research activities to be stressed on in each department . Thrust areas to be identified and research work to be initiated . Faculty's work who are doing PhD to be included in the departmental research work alongwith good MTech projects</p> <p>Question Bank to be prepared and given to the students MOUs with new Business establishments to be signed Training requirement of the students to be assessed Revival of Professional bodies activities in each dept Safety and Fire dept has obtained membership in National Safety Council Suggestion Box to be kept in each dept and suggestions received to be looked into periodically</p>
15/12/2016	<p>Dr.D.Vincent H. Wilson , Principal, on Chair Prof Dr. Babu John, Vice Principal, HOD (ME) Prof. Dr. Preethi Thekkath, Vice Principal, HOD(EE) Assoc. Prof Deepa Elizabeth, HOD (ECE) Assoc. Prof Sreela Sreedhar, HOD (CSE) Prof. N. Viswanath, HOD (IT)</p>	<p>Points Discussed :</p> <p>Principal Sir welcomed the guests and briefed the audience about the meeting Review of Activities of the IQAC during the previous academic year was discussed by IQAC Coordinator Mangala Devi Feedback of KTU external audit committee report was given by Dr. Babu John</p>

	<p>Dr. Hareesh N. Ramanathan, HOD (MBA)</p> <p>Prof Dr.P.I.Paulose, Prof. Of Physics, Dept. of Sc&H</p> <p>Prof.Dr.K.J.John, Sc&H</p> <p>Assoc. Prof. Dr Sreeja Subhash, HOD ,Sc&H</p> <p>Dr. Sooraj K. Prabha, Assoc. Prof , Dept. of ME, Vidya Academy of Science & Technology</p> <p>Assoc. Prof Mary P. Varghese, Dept. of EEE, Vidya Academy of Science & Technology</p> <p>Praveen A.P. , Asst. Prof , Dept. of ME, Vidya Academy of Science & Technology</p> <p>A.K.Balakrishnan, Panchayath Member, Mulanthuruthy</p> <p>Dr. Vasudev R, Assoc. Prof., Dept of CE</p> <p>Assoc. Prof Georgina Binoy Joseph, NBAC oordinator</p> <p>Assoc. Prof Dr. Mathew C.D., Placement Officer</p> <p>Asst Prof Reena Madhu, App Psy&C</p> <p>Asst. Prof. Anju Kuriakose, Dept. Of CSE, Alumni representative</p> <p>Sahana M. Sherief, Student Representative (CSE)</p> <p>Asst Prof Mangala Devi K.T., IQAC Coordinator</p>	<p>Status of NBA accreditation process of the college was presented by Georgina Binoy Joseph, NBA Coordinator</p> <p>Separate Counseling room, R&D labs and Project room to be shown for each department.</p> <p>Tutorial class rooms to be identified for each class; the same should be shown in the timetable also.</p> <p>Library hour to be shown in the time table for each class and the students also are to be aware of the same.</p> <p>Each lab should be having two lab manuals; one for the staff and the other for the students.</p> <p>The lab manual for the staff should contain the design, sample readings, graphs, calculations etc. required for each experiment. It should also contain details about the additional experiments to be done in that lab.</p> <p>The lab manual for the students should not contain the actual readings and the various calculations.</p> <p>HODs to ensure that research papers are published in referred SCI journals and Conferences Student newsletter and student magazine to be published yearly</p>
--	---	---

Asst.prof.Mangala Devi

(IQAC Coordinator)