

TOC H INSTITUTE OF SCIENCE & TECHNOLOGY

Arakkunnam

MINUTES OF THE 12th IQAC MEETING HELD ON 31st January 2020 AT 10.30 AM IN ASHOKA HALL

MEMBERS PRESENT

1. Prof. Dr. Preethi Thekkath (Principal, TIST), Chairperson
2. Dr. Alex Mathew (President, Toc H Public School Society)
3. Dr. K Sudharshan, (Techno Managerial Consultant for National Institute of Ocean Technology)
4. Dr. Babu John (Dean Academics UG, TIST, IQAC coordinator)
5. Dr. G Madhu (Professor, SOE, CUSAT)
6. Prof. Dr. Peumal Sankar (Dean Academics PG, TIST)
7. Dr. P I Paulose, (Professor, S & H)
8. Dr. K J John (Professor, S & H)
9. Prof. Lathi Karthi (H O D, CE)
10. Dr. Sreela Sreedhar (H O D, CS)
11. Dr. Deepa Elizabeth George (H O D, EC)
12. Dr. Rasmi P S (H O D, IT)
13. Mr. Thomas Vettath (H O D, S & F)
14. Dr. Koil Raj (H O D, ME)
15. Dr. Sreekumar (H O D, MBA)
16. Dr. Sreeja Subhash (H.O.D, Basic Sciences & Humanities)
17. Ms. Mangala K T (H O D, EEE)
18. Mr. C J George, (Assistant Engineer)
19. Mr. Pramod Chandran (Project Manager, IBS Technologies, Alumni)
20. Asst. Prof. Kiran Christopher (Dept. of ME)
21. Sreeshankar S Nair, ECE, TIST (Alumni)
22. Jibin Jose, CS, TIST (Alumni)
23. Anwar A V, ECE, TIST (Alumni)
24. Dr. Smitha K K, Asso. Prof. CE
25. Dr. Nithin Raj, Asso. Prof. ME

12.01. **Confirmation of the minutes of the 11th meeting held on 04.11.2019**

Matters Arising:

11.2(a) Research Activities

- (i) **MoU with Foreign Universities for Faculty Exchange Program scheduled to be signed on 20th May during International Conference to be held at TIST**

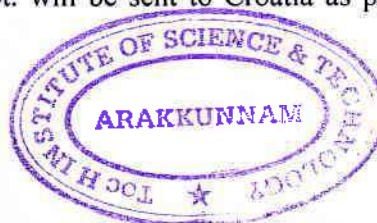
Odessa State Academy of Civil Engineering and Architecture with Civil Engineering Department, TIST

- (ii) **Exchange Program .**

Dr. George C Mathew, Associate Professor, MBA Dept. availed faculty exchange program for ERASMUS + International Teaching Week held at Veleuciliste U Pozegi, Croatia from Dec: 2nd to Dec 6th, 2019.

One faculty expected from Croatia during March 31st to April 4th 2020

Two students from TIST MBA dept. will be sent to Croatia as part of ERASMUS +



program for 3 months from June 2020

(iii) CERD (Centre for Engg. & Research Development) projects under KTU sanctioned:

1. Hybrid Locomotion Robot For Mine Detection And Surveillance
2. Auto-Bee Pollinator

(iv) KSCSTE sanctioned projects

1. Gyroglove- hand tremor suppressor
2. Hybrid Locomotion Robot For Mine Detection And Surveillance
3. Auto-bee- pollinator-autonomous cross pollinator for future farming

(v) SEED money projects selected for KTU funding

1. Design and development of a wearable Antenna for Non-Invasive Glucose Monitoring
2. Artificial Intelligence Based Smart Irrigation System

(vi) AICTE funded: MODROB provisionally recommended for EC E& CSE

(vii) Consultancy: 3 ongoing consultancies (CSE & CE)

(viii) UBA: 3 projects under UBA (ECE,ME,SFE)

12.02 New Courses & Intake rearrangements

New Courses

Robotics and Automation under ECE Dept. started

B.Tech. Program in Electrical & Computer Engineering under EEE department and M.Tech Program in Data Sciences under CSE department awaited for approval

Intake Rearrangements Proposed

- CSE - 60 to 90
- ME - 120 to 60
- ECE - 60 to 30
- EEE - 60 to 30

12.03 Academic Audit

(i) Faculty Qualification Enhancement

Present status: 18 PhD

Faculty pursuing PhD - 39

Efforts be directed for inclusion in category **GOOD** as per KTU norms

(ii) MOOC Course Enhancement

10% for UG and 50% for PG (KTU requirement)

All departments directed to further enhance the number of students enrolled for MOOC course. EEE and ME department are further directed to confirm to KTU requirement

(iii) Interdisciplinary Projects

- Identify a minimum of one interdisciplinary project from each department in the current academic year itself.



(iv) Remedial classes

Remedial classes for ongoing semester be in conformity with

- a) After regular hours
- b) After first IA
- c) Improvement –monitored in second IA
- d) Proper documentation

(v) Licensed Software

ORACLE purchased & MSDN-CSE
Mi Power – EEE

All departments are advised to reflect corresponding share in their departmental budget for the shared software.

(vi) Feedback Analysis & ATR

Faculty Feedback: Faculty scoring less than 70% is subjected to improvement instructions by the concerned HOD and periodical review.

Alumni Feedback: As per the feedback from alumni, training programs in soft skills and company based training imparted. The same be incorporated in ERP:

Following arrangements have been made for placement training:

Year	Type	Trainers	Remarks
I year	One day	1.Insight Job Guru 2.Pragmatic 3.Konfidence	Current year onwards Proper Documentation initiated
II Year	Weekly one-hour , included in time table		
III Year	Weekly one hour and full day training for 2 days		
IV Year	3 days for soft skills and GD 4 days aptitude training Company specific trainings		

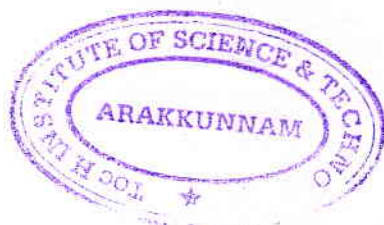
Program Exit Survey: placements for core branches, more industrial visits/training to be implemented.

Course End Survey : suggestions from students and faculty forwarded to university for consideration

Employer Survey: Surveys taken and feedback conveyed to stake - holders

(vii) Modification of ERP System incorporating

- a) Type of Course Delivery Methods
- b) Split up marks
- c) Course U/V activities and points



12.04 FDP, National/International Conferences to be scheduled Department - wise as below:

FDP – once in a year

National Conference – once in two years

International Conference – once in three years

FDP/National/International conferences Conducted from 2018-2019 onwards

Dept	Date	Topic	Remarks
ECE	18- 19 July 2019	'Wireless Technology for Embedded Systems'	FDP
CSE	17-19 Dec 2018	Bio-Inspired Computing and Applications (IBICA 18)	International Conference Co sponsored - KSCSTE
CSE & IT	20-21 June 2019 (2 Day)	Block chain Technology	FDP
EEE	15-19 July 2019 (5 Day)	Emerging trends in Utilization & conservation of energy for sustainable development	FDP
SFE	28-29 March 2019 (2day)	National Seminar on Recent advancements in Industrial safety engineering	National Seminar
CE	23-27 Dec 2019 5day)	Emerging trends in sustainable development in transportation engineering	FDP KTU funded
ME	8-10 Jan 2020	Bio Engineering	FDP KTU funded
CE	May 2020	ICICES 2 International conference on innovative trends in civil engineering for sustainability	

12.05 Accreditations

i) NBA (Re accreditation)- CE,CSE,ECE & ME

External Expert Visit on 29/02/2020 – NBA coordinator to expedite action

ii) Scopus Indexed Journals & Funded Projects

Publications in Scopus indexed and Referred journals to be mandatory for each department and compiled list to be kept ready for verification



Funded Projects:

Sl. No	Title	Funding Agency	Funds (Rs)	PI	Dept.	Status
1	Vehicular Accident Forensics Analysis using Block Chain	CERD, KTU	35,000	Dr. Sreela Sreedhar, Mr. Abin Oommen Phillip	CSE	Shortlisted for Presentation
2	S Box- An Intelligent automobile Black Box	CERD, KTU	20000	Ms. Jesna Anver, Ms. Ceira Sara Cherian	CSE	Shortlisted for Presentation
3	Industry Sponsored TELEPRESENCE LAB	Kerala state IT Infrastructure Ltd (KSITIL)	18 lakhs		CSE	implemented
4	Amballoor Panchayath, Sampoorana Jalasuraksha Mission : Kerala Government initiative	Director, CCDU, Water Resource Department, Trivandrum	40,000 Work in Progress	Prof. Lathi Karthi, Ms. Dhanya, Ms. Sangeetha S, Ms. Anju Paul, Ms. Annie Sonia Xavier, Ms. Elba Helen George	CE	
5	Rebuild Kerala Initiative- Conducting Field Investigations for the Preparation of DPR	LSGD	35,000*- Work in Progress- First Report submitted	Prof. Lathi Karthi, Dr. Vasudev R, Ms. Mary Dhanya, Ms. Tellma John, Ms. Jesna N M, Ms. Anu V V	CE	

iii) NAAC-AQAR Submission for the Academic Year 2018-19 due on 15th March 2020
NAAC Cell directed to comply with the same

iv) SAAC- SSR preparation initiated

2(f), 12(b) UGC Application Status

12.06

University affiliation is provisional and hence the matter is pending for final clearance

12.07

Any other matters with the permission of the Chair
Suggestions From External Members

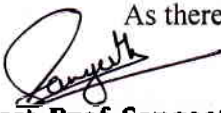
External Experts

- a) Explore possibilities of collaboration with Centre for Marine Living Resources & Ecology
- b) Improve the number of publications in Referred Journals

Local Body Representative

- a) Water Mission Project in collaboration with Mulamthuruthi Panchayat including survey and water testing .
- b) Waste Management - awareness program through street-play etc.

As there was no further business, the meeting ended at 12.30 pm


Asst. Prof. Sangeetha S
IQAC Asst. Coordinator


Dr. Babu John
IQAC Coordinator


Dr. Preethi Thekkath
IQAC Chairperson






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ARAKUNNAM



**Action Taken Report (ATR) on the Minutes of the 12th Meeting
held on 31st January 2020 at 10.30 am:**

Minutes No.	Plan of Action	Achievements/Outcomes
12.02	New Courses & Intake Rearrangements.	B.Tech in Robotics and Automation started under ECE Department B.Tech. Program in Electrical & Computer Engineering under EEE Department and M. Tech Program in Data Sciences under CSE Department; all received approvals from AICTE & KTU. Intake Rearrangements proposed by the Institute accepted by KTU
12.03	Academic Audit	i) Academic Audit: EEE and ME departments have conformed to KTU requirement of 10% enrolment for MOOC course ii) Interdisciplinary Projects: Identified a couple of interdisciplinary projects in each department.
12.05	Accreditations	i) NBA (Re accreditation)- CE,CSE,ECE & ME External Experts visited the institute on 29/02/2020 and granted extension of approval for CSE,CE,ECE & MEB.Tech programs up to June 2023 ii) NAAC-AQAR for the Academic Year 2018-19 is ready for submission after obtaining IQAC approval iii) Compiled list of Scopus index journals and funded projects verified by IQAC and found to be correct.
12.06	2(f),12(b) status	Despite completing all formalities for inclusion of the institute under 2(f) categories of UGC act 1956, the same has not yet received. Hence decided to send a reminder to UGC to expedite the matter.


Principal & Chairperson, IQAC

