

## **Minutes of the meeting of IQAC T. K. M. Institute of Technology, Kollam – 691505**

Venue: Online Mode

Date & Time: 18/12/2020 at 7:00 pm

### **Agenda:**

- A1: Confirmation of minutes of previous IQAC meeting
- A2: Action taken report based on previous meeting
- A3: Discussion on Internal Academic Audit Report
- A4: Review of preparation of SAR for NBA accreditation for the UG programmes in Biomedical Engineering, Civil Engineering and Food Technology
- A5: Conduct of mandatory meetings
- A6: Suggestions / Feedback of members
- A7: Any other matter

### **Members of IQAC:**

Dr Jose Prakash M. (Chairman)	(Attended)
1. Mr. K Sivadasan	(Attended)
2. Mr. Rajendra Prasad P	(Attended)
3. Mr. Rahul M S	(Attended)
4. Prof. Leena Y	(Attended)
5. Prof. Shijarath T. R	(Attended)
6. Prof. Vidya G Kaimal	(Attended)
7. Prof. Akhil Basha B	(Attended)
8. Prof. Aeshlyn Jose	(Attended)
9. Prof. Thanvy N	(Attended)
10. Prof. Ancy S	(Attended)
11. Prof. Asha A S	(Attended)
12. Mr. Senkumar R	(Attended)

IQAC Coordinator

IQAC Chairman

The Meeting started at 7pm in online mode (Google Meet platform) Principal (the Chairman of IQAC), formally welcomed the members.

A1: Confirmation of the minutes of the IQAC meeting held on 4-11-2019

The minutes of the meeting of the IQAC held on 4-11-2019 is placed before the IQAC for confirmation.

**Decision:** The minutes of the IQAC meeting held on 4-11-2019 was approved by the council after the discussion.

A2: Action Taken Report on the decision of the previous meeting

Decisions of the previous meeting	Actions taken
1. Principal led the discussions of the Vision and Mission statements. Members actively participated in the discussions.	It was decided that the statements be sent (e mail) for review/comments to all members.
2. Decided to have more interaction with industries to enhance Industry Institute Interaction	Workshops, webinars, etc. were organized in each and every department for benefit of students as well as faculty.
3. Details about Programme Outcomes (PO), Programme Specific Outcomes (PSO) and Programme Educational Objectives (PEO) were explained.	Assessment of these outcomes was done through surveys and feedback forms
4. Need for faculty to attend Faculty development/Quality Improvement Programmes in premier institutions was stressed by the members.	Faculty from different departments have attended webinars on various topics System of faculty assessment through student feedback, self-appraisals was introduced.
5. Technical/field visits, attending expert talks which may cover content beyond syllabus be part of the studies to ensure industry exposure. Professional body membership should be encouraged /insisted for both faculty and students so that they could enjoy the benefits from those bodies.	Due to the present situation, field visits were not feasible. Professional body membership was encouraged.
6. Publishing of articles by students on topics of their choice be encouraged so that a magazine could be published every year and their reading habit/accessing on line books are improved	Publications of newsletter/magazines are encouraged.
7. All class rooms will be Smart class rooms by next semester	Implemented

A3: Discussion on Internal Academic Audit Report

Online classes were conducted as per time table and feedback taken from students and faculty biweekly. Students requested for conduct of laboratory classes in offline mode and it was

decided to take up the matter once COVID restrictions are relaxed. Few students raised their apprehensions regarding net connectivity in the online classes. But subsequently that issue was minimal.

Decision: It was decided to discuss the aforementioned aspects in HOD meeting.

A4: Review of preparation of SAR for NBA accreditation for the UG programmes in Biomedical Engineering, Civil Engineering and Food Technology

Committee members were briefed about the progress in this regard. It is expected that submission will be done by October 2021

A5: Conduct of mandatory meetings

Dean stressed the need for conduct of various meetings as per academic calendar and curriculum and proper actions are taken by the SFAs in the respective classes. These will be monitored by the HoDs.

Coordinator thanked the members for their suggestions and active participation in the meeting. The meeting ended at 8.15pm.

Annexure: Minutes of the IQAC meeting held on 04/11/2019.