

## **AGENDA DETAILS**

### **A1: Confirmation of minutes of previous meeting**

The minutes of the meeting held on 10<sup>th</sup> August 2023 is appended as **Annexure 1**.

### **A2: Action taken report of previous meeting**

<b>Decisions</b>	<b>Action Taken</b>
1. Review of external audit	Based on the comments from external academic audit held during July 2023. All departments were instructed to ensure that all documents as per university guidelines shall be ready in all aspects.
2. Plan for academic activities	Based on the discussion, all HOD`s were advised to ensure discipline in the respective departments. Principal and a senior faculty team ensured that students are coming to campus in time.
3. Performance evaluation by students	The revised students feedback form was collected from all students by arranging them class wise. Self-appraisal form and 360 degree feedback was collected from all faculty members.

### **A3: Accreditation**

It is decided that the departments of BM, CS and FT should apply for NBA Accreditation in this academic year. As part of it, pre qualifier for all the three departments was submitted on 5<sup>th</sup> January 2023. The work for preparation of documents are going on full swing.

### **A4: Review of internal academic audit**

The internal academic audit was carried out during first week of January. Based on the report from auditors, direction is given to incorporate all suggestions and submit by 17<sup>th</sup> January (consolidated report along with suggestion is appended as **Annexure 2**)

**A5: Review of examination results**

For the 2019-23 batch, the university exam result is tabulated as follows:

Branch	No. of students enrolled	No. of students passed in S8 only	All pass	Remarks
BM	51	50	36	First three ranks of the University bagged by the BM dept
FT	68	66	55	First and third rank bagged by our students
CS	28	27	16	
CE	34	30	14	
ME	22	17	8	

**A6: Remedial classes**

We have arranged remedial classes for all semesters of all programmes from 4.15 to 5.25 PM on all working days by identifying weak students based on the performance of series test and end semester examination. Though conveyance is also arranged, response from students was poor.

**A7: Any other matters**

## **ANNEXURE 1**

## MINUTES OF THE MEETING HELD ON 10/08/2023

### A1: Confirmation of minutes of previous meeting

IQAC Coordinator presented the minutes of the meeting held on 17/02/2023. After discussion, it was approved.

### A2: Action taken report of previous meeting

Decisions	Action Taken
FDP	An FDP was conducted on the topic "How Teachers can make a difference" from 22 <sup>nd</sup> to 27 <sup>th</sup> May and all faculty members of our Institution attended it.
Improvement in result of university examination	A policy was framed on how to improve results of university examination by arranging remedial classes for weak students.
Improvement of Placement	An initiative has been taken to bring more companies to the institute for placement. <ol style="list-style-type: none"><li>1. To provide training to final year students on soft skills and</li><li>2. To bring more companies into the campus for placement.</li></ol>

### A3: Review of External Academic Audit

The external academic audit was conducted by Dr. Adarsh S, Professor of TKMCE. An exhaustive audit was carried out in all departments. The feedback for CE and CSE departments were excellent and it was good for all other departments. He has given a certain suggestion for improvement, i.e., conduction of remedial classes for weak students. Suggestions were also made to encourage more students to enroll for online courses like MOOC and to improve the activities of placement cell.

#### **A4: Plan for Academic Activities**

There was a general concern from faculty members that discipline among the students is poor especially in classrooms. The meeting entrusted Principal to enforce strict discipline in the campus and in hostels.

#### **A5: Performance Evaluation by Students**

- Committee decided to reframe the existing parameters as presented and to get formal approval from the institution and management.
- 360 degree Feedback: A 360 degree feedback comprising six parameters in time with guidelines of AICTE is framed and presented in committee for getting approval.

#### **The parameters of 360 degree feedback are as follows:**

1. Teaching Process
2. Departmental Activities
3. Institute Activities
4. Annual Confidential Report
5. Student's Feedback
6. Contribution to Society

#### **A6: Attendance policy**

An attendance policy was framed in time with guidelines of university. It was approved by the institution and decided to circulate among students and faculty members.

#### **A7: Any other matters**

NIL

The meeting concluded at 1 PM by vote of thanks from co-ordinator.

## **ANNEXURE 2**

**INTERNAL AUDIT SUMMARY: Jan 2024**

<b>PARAMETER S</b>	<b>BM</b>	<b>CE</b>	<b>CS</b>	<b>FT</b>	<b>ME</b>	<b>MATHS</b>	<b>SH</b>
Answer Sheets				Marks and comments not entered inside			Marks and comments not entered inside
Faculty Evaluation	Not proper			Incomplete	Incomplete	Action taken to be maintained	Incomplete
Innovative Teaching Approaches	Data not maintained				Needs improvement	Data not maintained	Data not maintained
Advisory Meeting	S7 attendance list missing			Attendance missing	S5/S7 missing		
CO-PO mapping				Not completed		Not completed	
Tutorial classes	Register not proper			Log book to be updated			Not proper
Files	A1 & B files not updated						
Projects				Reports poor			
Course Diary							Poor
CC feedback	No ATR				S5 missing		
General	GOOD	EXCELLENT	EXCELLENT	GOOD	GOOD	VERY GOOD	GOOD

**Dr.K.Gopakumar**  
**IQAC Coordinator**

**CORRECTIVE MECHANISMS: INTERNAL AUDIT: Jan 2024**

<b>PARAMETERS</b>	<b>BM</b>	<b>FT</b>	<b>ME</b>	<b>MATHS</b>	<b>SH</b>
Answer Sheets		Enter Marks and comments			Enter Marks and comments
Faculty Evaluation	Complete the file	Complete the file	Complete the file	Complete the file	Complete the file
Innovative Teaching Approaches	Include as proper documents		Include as proper documents	Include as proper documents	Include as proper documents
Advisory Meeting	Complete S7 attendance	Complete S7 attendance	Complete S7 attendance		
CO-PO mapping		Complete all		Complete all	
Tutorial classes	Complete the Register	Complete the Register			Complete the Register
Files	Complete the A1 & B files				
Course Diary					Make it complete in all aspects
CC feedback	ATR to be completed		Complete for S5		



**HoDs/DQAC convenors of following departments are kindly requested to:**

**BM:** Submit faculty evaluation file, innovative teaching methods, A1 & B files and CC meeting ATR to IQAC convenor on 17<sup>th</sup> Jan.

**FT:** Submit faculty evaluation file, CO-PO mapping details, tutorial register and completed answer scripts to IQAC convenor on 17<sup>th</sup> Jan.

**ME:** Submit faculty evaluation file, innovative teaching methods and CC meeting ATR to IQAC convenor on 17<sup>th</sup> Jan.

**Maths:** Submit faculty evaluation file, CO-PO mapping details, and innovative teaching methods to IQAC convenor on 17<sup>th</sup> Jan.

**SH:** Submit faculty evaluation file, innovative teaching methods, completed answer scripts and course diary to IQAC convenor on 17<sup>th</sup> Jan.

**Dr.K.Gopakumar**  
**IQAC Coordinator**