

Date: 09.06.2021

Venue: Online

Agenda:

1. Review of previous ATR
2. Online class effectiveness
3. RA - Square
4. Academic audit plan.

Members present:

1. Dr. Benny Joseph.
2. Dr. Anto Sabaya Das
3. Dr. Alan Demadhas
4. Dr. Manoj V Thomas
5. Dr. Jeethu
6. Dr. Bijju Mathew
7. ~~Mr.~~ Mr. Raju K. Kurialese
8. Ms. Laly James.
9. Ms. Mathew P.R.
10. Dr. Jayesh George.



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Minutes and Action taken report of IQAC meeting 09.06.2021				
Sl.No	Details of Discussion	Target date	Action	Remarks
1	Placement activities		Institution level / Department level	Reviewed the placements done through department
2.	Online class effectiveness		Department level	Discussed
3.	Student engagement activities		Department level	HoDs are requested to conduct programs for students so as to engage them in cocurricular activities.
4.	Quality initiatives		HoD CS	QS I-GAUGE E-LEARNING EXCELLENCE FOR ACADEMIC DIGITISATION (E-LEAD)
5.	Academic audit	16 th and 17 th July	IQAC	Department should be ready with all the documents subjected to audit

Date: 30.3.21

Venue: Online

Agenda:

1. Review of previous ATR
2. Online classes - series
3. Student engagement activities
4. Any other matters.

Members present:

1. Dr. Benny Joseph.
2. Dr. D. Anto Sabaya Das.
3. Dr. Sampath Kumar.
4. Dr. T.D. John.
5. Dr. Manoj V. Thomas.
6. Dr. Binu Mathew.
7. Mr. Raju Kuriakose.
8. Ms. Lalcy James.
9. Mr. Sijo Joseph.



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Minutes and Action taken report of IQAC meeting 30.03.2021

Sl.No	Details of Discussion	Target date	Action	Remarks
1	Placement activities		Institution level / Department level	Reviewed the placements done through department
2.	Online class effectiveness		Department level	Google forms should be collected from students from time to time regarding the effectiveness of the online class
3.	IQAC initiatives for online class monitoring	Immediate effect	Department level	HoDs to conduct biweekly audit as per the following format https://docs.google.com/forms/d/e/1FAIpQLSeFx5OvgYWGdkXZcpHT1OoYj8LKn4OateoxJ4dbx1DHC00fbA/viewform?usp=sf_link IQAC coordinator to form a team to conduct peer observation of online recorded classes (3 classes per semester per branch per week)
4.	Student engagement activities		Department level	HoDs are requested to conduct programs for students so as to engage them in cocurricular activities.
5.	IQAC Workshops / Seminars		IQAC	Planned to conduct more number of quality initiative based workshops and seminars for teaching and no-teaching staffs

Date: 6.1.21

Venue: Online

Agenda:

1. Review of previous ATR
2. RTI academic audit review.
3. Contact classes - preventive measures.
4. Any other matters.

Members present:

1. Dr. Benny Joseph.
2. Dr. S. Anto Sabaya Dhas
3. Dr. Sampath Kumar.
4. Dr. Manoj V. Thomas.
5. Dr. Bijju Mathew.
6. Mr. Rajin Kurialose.
7. Ms. Laly James.
8. Mr. Jijo Joseph.
9. Mr. Mathew P.R.



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Minutes and Action taken report of IQAC meeting 06.01.2021

Sl.No	Details of Discussion	Target date	Action	Remarks
1	AQAR submission for 2018-19	31.10.2020	IQAC	Submitted on time
2.	KTU academic audit	2 nd to 4 th December	Audit members	Completed on time
3.	Research activities – AQIS proposals		Department level	submitted
4.	Placement activities		Institution level / Department level	Department level initiatives should be taken to improve the placement
5.	Contact class – COVID prevention initiatives	Immediate	Institution level / Department level	COVID precautions should be strictly followed as per the direction of the health department. At department level HoDs should allot staffs for monitoring the temperature of students.

Date: 20.10.20.

Venue: Online.

Agenda:

1. Review of previous ATR.
2. KTU academic audit
3. Internal peer review of AQAR status
4. Any other matters.

Members present:

1. Dr. Benny Joseph.
2. Dr. D. Anto Sahaya Dhas.
3. Dr. Sampath Kumar.
4. Dr. Manoj V. Thomas.
5. Mr. Raju Kurian.
6. Ms. Laly James.
7. Mr. Jegamath.
8. Mr. Pija Joseph.
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Minutes and Action taken report of IQAC meeting 20.10.2020				
Sl.No	Details of Discussion	Target date	Action	Remarks
1	AQAR submission for 2018-19	31.10.2020	IQAC	To be completed
2.	KTU academic audit	2 nd to 4 th December	Audit members	IQAC Coordinator to circulate the details
3.	Internal peer review of AQAR	Completed	Discussed	IQAC coordinator to incorporate the suggestions/corrections in AQAR
4.	Booster class for week students		Department level	Proper records should be maintained
5.	Staff development activities		Department level	HoDs should submit a report on the FDP/workshop attended by faculty by every semester

Date: 20.7.20.

Time: 09.00.

Agenda:

1. Review of previous ATR
2. IRAC members replacement and criteria work reallocation.
3. Internal peer review.
4. Any other matters.

Members present:

1. Dr. Benny Joseph
2. Dr. D. Anto Sahaya Das
3. Dr. Shiba
4. Dr. Sampath Kumar.
5. Dr. Mandy V. Thomas
6. Mr. Raju Kuriakose.
7. Mr. Tijo Joseph.
8. Mr. Jegannathan.
9. Ms. Laly James.

Minutes and Action taken report of IQAC meeting 20.07.2020

Sl.No	Details of Discussion	Target date	Action	Remarks
1	AQAR submission for 2018-19	31.10.2020	IQAC	To be completed
2.	IQAC members replacement	Immediate effect	1. Dr.Roshini T V replaced by Dr.D.Anto Sahaya Dhas 2. Dr.Biju Mathew replaced by Dr.Shika S 3. Ms.Reema Mathew replaced by Dr.V.Sampath Kumar	The allotted work has to be completed and handover it to new members.
3.	Criteria work re-allotment		Criterion 2 – Dr.D.Anto Sahaya Dhas Criterion 4 – Dr.V.Sampath Kumar Criterion 7 – Dr.Shika S	To follow up and update AQAR document if required after assessment by internal peer review committee
4.	Internal peer review committee for AQAR	31.08.20	Criterion 1 – Dr.Benny Joseph and Mr.Alex George Criterion 2 – Dr.Shika S and Mr.Jijo Joseph Criterion 3 – Dr.T.D.John and Ms.Reema Mathew Criterion 4 – Dr.Jeethu V Devassia and Ms.Hridya P Criterion 5 – Dr.Roshini T V and Ms.Akhila Mathew Criterion 6 – Dr.Manoj V Thomas and Mr.Ashwin Joy Criterion 7 – Dr.S.Christopher Ezhil Singh and Ms.Divya B	The corrections suggested by the internal peer review committee should be incorporated and updated by 10.10.20
5.	Preparation of template for assessment	Within one week	Dr.D.Anto Sahaya Dhas	
6.	Incorporating corrections suggested by peer team	10.10.20	All criteria in-charges	
7.	Reconstitution of IQAC	After 31.10.20	After the submission of AQAR for AY 2018-19 and AY 2019-20	