Date 24/8/2021

Agenda

1. ATR of previous meeting
2. Benchmark and level finis
3. Stratgic Plan
4. NIRF
5. Maternity leave
6. feedback form
7. IQAC calender discussion

Attendees.

1.	Dr. Janyesh George m		
2.	Dr. P. Sridharan	MPE	
3.	Dr. R. Senthil Kumar	EEE	R. Subratny
4.	Probin James	EEE	
5.	Shamya. A	EIE	
6.	Hridya P.	CE	
7.	Anit Thomas m	ADS	
8.	Neena. V.V	CSE	
9.	Shimna. P.K	ECE	Shimna
10.	Dr. Roshni - T V	D. A	
11.	Benny Joseph		

Topic: IQAC Meeting	Date and Time: 24/08/2023, 2.30PM

Action Taken report on Previous meeting
Previous meeting date: 14 June 2023
Venue: Board room

SL No	Details of discussions	Action taken
1	Internal Audit and External Audit	Audits completed and waiting for the External audit report for further action.
2	All the certificates issued to students shall be traceable with QR Code.	Completed. All certificates need to be encoded with a QR Code containing a Google Form link created by IQAC. Those desiring to authenticate a certificate's legitimacy must complete the Google Form. Any inquiries will receive a response from IQAC or the VJEC Office within 5 days. Program coordinators are directed to fill the coordinators link to send the details to the IQAC/Office. Coordinator Link: https://forms.gle/wNYEC1CWEFnW8PsZ9 Link for verifier: https://forms.gle/Kp1R3xk8aQXBeKAs9
3	The IQAC Department coordinators have suggested the implementation of departmental file rooms.	The Computer Science department will promptly be provided with a new file room. Remaining departments are advised to arrange their files based on the space available to them.
4	IQAC has recommended the establishment of a dedicated office with dedicated staff.	Completed

24 August 2023 meeting minutes

SL No	Details of discussions	Target Date	Action	Remarks
1	Benchmark and Level Fixing	Immediate	All Concerned	Benchmark and level fixing methods are finalized.
2	College Strategic Plan	-	College Council	Considered and finalized the strategic plan. Submitted to higher levels for the approval/ correction.
3	NPS	-	Mr Stanly Kurian	Mr Stanly Kurian is entrusted to study the feasibility of NPS in our campus
4	Paternity Leave	-	Management	10 Days half pay leave is proposed.

Date : 14/02/2024

Agenda:

1. ATR of previous meeting
2. Changes required in audit report format
3. Course file contents
4. Other suggestions for quality enhancement

Attendees:

1.	Benny Joseph		
2.	Dr. Teena George	EEE	
3.	Shimna. P. K	ECE	
4.	Prabith James	EEE	
5.	Vidhya S S	CSE	
6	Hridya P	CE	

Minutes and Action taken report of IQAC

Topic: IQAC Meeting	Date and Time: 14/02/2024, 10.30AM	Venue: Board Room

Action Taken report on Previous meeting
Previous meeting date: 24 August 2023

SL No	Details of discussions	Action taken
1	Benchmark and Level Fixing	Completed, The methods may vary depending on the criteria selection of various departments
2	Alumni, Student, Employer and Faculty feedback forms	Finalysed
3	Orientation for new teachers	Completed
4	IQAC of question bank	Need some modifications.

14 February 2024 meeting minutes

SL No	Details of discussions	Target Date	Action	Remarks
1	Changes in Internal audit report format	Immediate	IQAC members	Report format modified:
2	Course file contents	Immediate	IQAC members	Course file contents are modified by considering course file contents used by various departments. The list is circulated to staff. Tutorial details need to be kept in course file. Common format is created and circulated for report by the faculty. https://drive.google.com/drive/folders/1YO0UDvay5LeFt-hBN_MNRr0u8huoDB9g?usp=drive_link
3	Tutor files: Booster classes register, Tutorial register	Every semester	Tutors	Tutors need to keep the details of selection criteria, conduction details of booster classes and its impact analysis. Consolidated report of tutorial details need to be kept in the tutorial register. A common format is circulated. https://drive.google.com/drive/folders/1YO0UDvay5LeFt-hBN_MNRr0u8huoDB9g?usp=drive_link
4	IQAC of question bank	Every module each courses	All Faculty	Decided to keep the IQAC FOR question bank, not for question papers. IQAC format for question bank is circulated.

Date : 18/03/24

Agenda:

1. ATR of previous meeting
2. KTU Internal audit on 25 & 26th march
3. IQAC programs
4. Other suggestions for quality enhancement.

Attendees:
(IQAC members and auditors)
1. Benny Joseph
2. Dr. Roshini T.V
3. Shimna P.K
4. Anitha Babu
5. Shamya A
6. Vidhya S.S
7. Anuragi P
8. Hridya P
9. Ryin J.k
10. Dr. R. Senthil Kumar
11. Prof. Dr. VAA Saathappan
12. Dr. Leena George

Minutes and Action taken report of IQAC

Topic: IQAC Meeting	Date and Time: 18/03/2024, 9.30AM	Venue: Board Room

Action Taken report on Previous meeting
Previous meeting date: 14 February 2024

SL No	Details of discussions	Action taken
1	Changes in Internal academic audit.	Details of files to be submitted for audit are finalized and circulated.
2	Course file contents - consolidation	Finalysed and circulated
43	IQAC of question bank	Format is circulated

18 March 2024 meeting minutes

SL No	Details of discussions	Target Date	Responsible person	Remarks
1	First KTU internal audit	25/03/24, 26/03/24	IQAC members and auditors	Assessment format modified. https://docs.google.com/document/d/16GaThBLGf811AW YNd25QMEttNFkvOqOr/edit ?usp=drive_link&ouid=11742 7067266953699113&rtpof=tr ue&sd=true
2	Faculty feedback and action taken.	Immediate	H.O.D.s	Faculty feedback to be collected faculty wise instead classwise.
3	Compliance to the assessment of audit.	After every audit	H.O.D.s and IQAC members	After the audit, departments are recommended to give compliance to the auditor's comments within 1 week.
4	Checklist for A,B,C files of KTU audit	Before semester end audit	IQAC members	Decided to prepare a checklist of department specific A,B,C files before the end semester academic audit.
5	Documentation of reports of programs conducted in all the departments.	Regularly	H.O.D.s and program coordinators	Common sheet prepared. https://forms.gle/u3qoNzws9f9 MgxNA6
6	Presence of H.O.Ds in the audit.	Every audit	H.O.D.s and IQAC members	Suggested to include one H.O.D as auditor.

20/3/24