



MBC/IQAC/N/2024/13

Date: 18-10-2024

## **Internal Quality Assurance Cell**

### **Minutes of Meeting**

#### **Agenda:**

1. Approval of Agenda.
2. Confirmation of the minutes of the previous IQAC meeting.
3. NBA Extension of CE and EE Departments
4. Review of Linways Learning Management system
5. Progress of NBA Works and SAR submission of for ME, CSE & ECE Departments.
6. Discussion on the University External Experts (Syndicate Members) and actions to be taken.
7. Activation of all department wise Professional bodies.
8. Fixation of Program Specific Objectives of Newly Formed CSE-AI Department.
9. Conduction of DAB/DQAC meetings of various Departments

#### **Members Attended:**

1	Dr V.I George	Chairman	
2	Dr. Oommen Mammen, Director	Member	
3	Prof. Elias Janson Vice Principal	Member	
4	Fr. John Samuel, Office Manager	Member	
5	Prof. Resmara S, HoD/EEE	IQAC Co - coordinator	
6	Prof. Manikandan S, HoD/ME	Member	
7	Prof. Snehapriya Sebastian, FCP Internal Affairs	Member	
8	Prof. Annie Chacko, HOD CSE	Member	
9	Prof. Anu Mary Mathew, HOD ECE	Member	
10	Prof. Mintu Sara George, HOD CE	Member	
11	Prof. Rengitha M. Thomas, HOD SH	Member	
12	Prof. Almaria Joseph AP/ECE	Member	
13	Prof. Owsu Kurian, AP/CE	Member	
14	Prof. Jino Mathew, AP/ME	Member	
15	Prof. Aryalakshmi R, AP/CSE	Member	
16	Prof. Baiju George, AP/SH	Member	
17	Prof. Aby George, AP/EE	Member	
18	Dr. David K Daniel	Management Representative	
19	Mr. Viju. P. Chacko	Local Society Representative	



20	Mr. Jacob George	Students Representative	
21	Mr. Elias Thomas Kaloor	Alumni Representative	
22	Mr. Abraham Kuriakose Omathil	Industrial Representative	
23	Mr. Thomas George Edakunnil	PTA Representative	

Sl.No	Particulars	Points Discussed	Decision Taken	Action Required	Responsibility	Target Date
1	Approval of Agenda		Accepted			
2	Confirmation of Minutes of the previous IQAC Meeting		It has been decided to monitor students' academic performance and encourage them to enroll in MOOC courses across all departments.	No Pending action.		
3.	Extension of NBA Status of CE and EE Departments	Discussed the Criteria for Extension	Decided to submit the detailed compliance Report as per the NBA guidelines		Respective HoDs	12/12/24
3.	Review of Linways academic software		Decided to verify the course file generated by Linways software and status needs to be reflected in the internal academic		Respective HoDs/ and Academic Auditors	20/12/2024



4.	Progress of NBA Works for ME, ECE and CSE Departments.		Decided to give instruction to NBA Coordinators of ECE and CSE departments to update and submit all the necessary criteria wise documents and SAR should be submitted by January 2025.		NBA coordinators of the respective department.	20/1/2025
5.	Discussion on the KTU expert team visit (Syndicate members) for sanctioning new courses		Informed to all the department HODs to rectify the comments and suggestions given by external Experts.		Head of the Department	10-01-2025
6.	Activation of all department wise Professional bodies.		All HoDs have been instructed to ensure the activation and engagement of their respective departmental professional societies by organizing more programs.		HoDs of all departments.	



7.	Fixation of Program Specific Objectives of Newly Formed CSE-AI Department		Decided to give instruction to the concerned HoD to formulate the Program Specific Objectives as per the policies of Outcome Based Educations.		HoD CSE-AI	15/2/2025
8	Conduction of DAB/DQAC meetings of various Departments		All departments have been instructed to conduct DAB/DQAC meetings to approve the Academic Calendar and set attainment targets for various outcomes.		HoDs of all departments.	15/02/2025
8.	Meeting Concluded with Thank You Note.					