

## **Action Taken Report: Internal Quality Assurance Cell (IQAC) Meeting**

Date of Meeting: 5th July 2017

Time: 11.00 am - 12.30 pm

Location: Principal's room

### **Agenda Item 1: Set the Duties & Responsibilities of IQAC**

**Action Taken:** The Principal welcomed the committee members and outlined the duties and responsibilities of the IQAC, which include:

Preparing an academic calendar for all programs.

Supervising and guiding department committees and teams.

Acting as a mentoring body for department committees and teams.

Reviewing Mission & Vision for the institution and departments.

Planning development, delivery, and assessment tools of POs at the institution level.

Obtaining and presenting results of internal analysis of student performance to the CAB for improvements or corrective action.

### **Agenda Item 2: Formulate Guidelines for Improving COs**

**Action Taken:** The committee discussed and decided to adopt guidelines for CO preparation, which include:

Including content beyond the syllabus to address higher levels of Bloom's Taxonomy and fill curriculum gaps.

Limiting the number of COs to 6-7, with one CO defined for each module where possible.

Ensuring at least one CO addresses higher levels of Bloom's Taxonomy.

Designing COs to address a maximum number of POs/PSOs, incorporating content beyond the syllabus as needed.

### **Agenda Item 3: Formulate Guidelines for Preparing Internal Assessment Questions and Assignments**

**Action Taken:** The committee set guidelines for framing assignment questions:

Assignment-1 questions should come from the first four COs (KTU) or first two COs (University of Kerala syllabus).

Assignment-2 should cover the last two modules of both syllabuses, with questions of similar complexity levels.

Assignment-1 should address higher levels of Bloom's Taxonomy such as Design, Analysis, or Apply.

Case studies, presentations based on industrial reports, or problems solvable using software tools may be used for framing questions.

Coordinator-IQAC