

Action Taken Report

Meeting Date: 21/07/2017

Time: 2:00 PM

Venue: Principal's Room

Agenda:

1. Approve the previous minutes.
2. Finalizing 2017-18 (Odd semester Academic Calendar).
3. Class room engagement of theory courses.
4. Feedback after 4th Class.

Members Present:

1. Dr. Anil Kumar S. H, Principal i/c
2. Dr. Subu Surendran, Coordinator
3. Dr. P. P. Thomas, HOD-BT
4. Dr. R. Ajith, HOD-ME
5. Dr. Soniya B, HOD-CSE
6. Dr. Jayasudha J. S, Professor, CSE
7. Dr. Sheeja M. K, HOD-ECE
8. Prof. Anoop Kumar S, Associate Professor, Dept. of ME
9. Prof. Preeja V, Assistant Professor, Dept. of CSE
10. Prof. Prakash U, Assoc. Professor, Dept. of ME
11. Prof. George M Joseph, Assistant Professor, Dept. of ECE
12. Dr. Anitha C. S., Assoc. Professor, Dept. of Mathematics
13. Dr. G. Mohan, Professor, Dept. of ME

Members Absent:

1. Prof. Sajith Sethu P, Assistant Professor, Dept. of ECE
2. Dr. Shimi Lawrence, Coordinator – KTU

Actions Taken:

1. **Approval of Previous Minutes:**
 - The minutes of the previous meeting were approved by the committee.
2. **Finalization of Academic Calendar:**
 - The academic calendar for the odd semester of 2017-18 was finalized and circulated to all departments.
3. **Classroom Engagement of Theory Courses:**
 - Faculty members were informed to adhere strictly to the university norms for engaging theory classes. Specifically, a minimum of 46 hours (56 sessions) for 4 credit courses and 35 hours (42 sessions) for 3 credit courses were mandated.
4. **Feedback Collection:**

- It was decided to collect feedback from students after the 4th class, with a deadline set for 8th August 2017.
- The Program Assessment Committee (PAC) was tasked with reviewing the consolidated feedback and recording remedial measures to improve faculty performance based on student feedback.
- The feedback results and any necessary remedial actions were to be communicated to the concerned faculty members personally.

Feedback Questionnaire:

1. Explanation of course outcomes and evaluation methods in the first class.
2. Availability of the lesson plan.
3. Audibility of the teacher's voice.
4. Legibility of the teacher's writing on the board.
5. Clarity and understandability of the teacher's explanation.
6. Teacher's willingness to help.
7. Whether the teacher dictates notes without explanation.
8. Teacher's ability to organize the lecture.
9. Speed of presentation.
10. Encouragement of questioning by the teacher.

Conclusion: The meeting concluded at 3:30 PM.

Coordinator, IQAC