

## **MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL(IQAC)**

The meeting was held at 2.00pm on 21/07/2017 in 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 4<sup>th</sup> Class.

### **Attendance:**

#### **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

#### **Action Taken**

Circulate the guidelines for the preparation of Cos, Assignments and Internal examination questions to all HODs.

#### **Discussion/ Decisions**

1. Committee approved the minutes of the meeting held on .....
2. Committee finalized the academic calendar for the odd semester.
3. Committee decided to inform the faculty members to stick to the norms for engaging theory classes by the University without fail. Minimum 46 hours (56 sessions) to be engaged for 4 credit courses and 35 hours (42 sessions) for a 3 credit course.

4. Decided to collect the feedback from the students after the 4<sup>th</sup> class before 8<sup>th</sup> August 2017. The program assessment committee (PAC) should review the consolidated feedback and record the remedial measures taken to improve the performance of the faculties based on the feedback received from the students. The same should be informed to the concerned faculties personally.

Questioner finalized by the committee is as follows:

1. Whether the teacher explained the course outcomes, mode of evaluation of the course (such as Multiple Choice Question, Assignments, Series Exam etc.) in the first class?
  - a. Yes b. No
2. Whether the lesson plan has been made available by the teacher?
  - a. Yes b. No
3. Whether the teacher's voice is audible?
  - a. Yes b. No
4. Whether teachers' writing on the board is legible?
  - a. Yes b. No
5. Clarity and understandability of Teacher's explanation
  - a. Excellent b. Good c. Fair d. Poor
6. Teacher's Willingness to help
  - a. Excellent b. Good c. Fair d. Poor
7. Whether teacher dictates notes only without explanation?
  - a. Yes b. No
8. Teacher's ability to organize lecture
  - a. Excellent b. Satisfactory c. Inadequate
9. Speed of Presentation
  - a. Right b. Too Fast c. Too Slow
10. Does the teacher encourage questioning?
  - a. Yes b. Sometimes c. No

The meeting concluded at 3.30 pm

Coordinator  
IQAC

