

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

The meeting was held at 1.30pm on 25/07/2017 in Principal's room.

Agenda:

1. Formulate the guidelines for preparing rubrics for the evaluation of Laboratory courses and Project work

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. Prof. George M Joseph, Assistant Professor- Dept. of ECE
5. Dr. Anitha C. S., Assoc. Professor, Dept. of Mathematics
6. Dr. G. Mohan, Professor, Dept. of ME
7. Dr. R. Ajith, HOD -ME
8. Dr. Soniya B, HOD-CSE
9. Dr. Sheeja M. K, HOD –ECE
10. Dr. Jayasudha J. S, Professor, CSE
11. Prof. Anoop Kumar S, Associate Professor- Dept. of ME
12. Prof. Sajith Sethu P, Assistant Professor, Dept. of ECE
13. Dr. Shimi Lawrence, Coordinator –KTU

Members Absent

1. Prof. Preeja V, Assistant Professor, Dept. of CSE
2. Prof. Prakash U, Assoc. Professor, Dept. of ME

Action Taken

Notice circulated to all HODs to collect the feedback from the students after 4th class. Web based online feedback collection system is made available in CCF.

Discussion/ Decisions

1. The committee discussed various issues in connection with the evaluation of B.Tech Project and prepared set of criteria for the evaluation. It is as follows. Separate rubrics may be defined for each program in their context for the evaluation of each criterion

Criteria #	Name	Mark Distribution	PO Addressed
1	Engineering Analysis	60%	
a	Literature Survey (10%)		2
b	Identification & Formulation of Problem (10%)		2
c	Planning & Scheduling (10%)		11

	d	Methodology (30%)		4, 5
	e	Analysis of Results (40%)		4
2	Communication		20%	
	a	Presentation (30%)		10
	b	Documentation [Report (60%) , technical Paper Writing (10%)]		10
3	Team Work		10%	
	a	Group Participation		9
4	Ethics/ Social Impact		10%	
	a	Identify and discuss pertinent ethical issues that are relevant to the project.		8
	b	List and discuss engineering solutions relevant to the project and the impact in relevant context such as environmental and societal.		6, 7

2. The committee discussed various issues in connection with the evaluation of B. Tech Laboratory experiments and prepared set of criteria in general for the evaluation. The program coordinator has the flexibility to change the activities and the rubrics for the evaluation were defined by the committee, according to the program and laboratories were ever necessary. The committee's guidelines are as follows.

- For each laboratory courses, 2 to 3 course outcomes (CO) need to be defined.
- To evaluate each experiment, follow the guidelines defined below.

Acti vity #	Name	Mark distribution	PO Addressed	Rubrics		
				Excellent	Satisfactory	Poor
1	Viva / Quiz	15%	1	Able to explain entire design/Experiment	Able to explain a little about the design/experiment	Unable to explain
2	Systematic conduct of experiments	30%	4	Well aware of the operating procedure	Able to operate it with the help	Not aware of the operational procedure of the experiments/ Instruments.
3	Analysis and interpretation of data and arrive valid conclusions.	30%	4, 5	Able to plot the results using suitable curve fitting techniques and a discussion on the experimental data obtained	Improper technique used for fitting data along with discussion and inference.	No discussion and inference.
4	Documentation	25%	10	Well written and neatly presented with all necessary items.	Any items missing	Most of the items missing

