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

The meeting was held at 11.00 am on 5/07/2017 in Principal's room.

Agenda:

1. Set the duties & responsibilities of IQAC.
2. Formulate the guidelines for improving Cos
3. Formulate the guide lines for preparing internal assessment questions and Assignments.

Attendance:

Members present

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

Members Absent

   NIL

Discussion/ Decisions

1. The Principal welcome the committee members and explained the duties and responsibilities of the IQAC.

   Responsibilities

   - Prepares an academic calendar for all programs in the institution
   - Supervises and guides the activities of department committees and teams
   - Act as a mentoring body for all departments committees and teams
   - Reviews Mission & Vision for the institution and departments
   - Plans various development, delivery and assessment tools of POs at the institution level.

- Obtains results of the assessment of internal analysis of student performance in tests, exams, assignments projects, etc. from Programme Assessment Committee (PAC)
- Presents the results to the CAB for improvements or corrective action.

2. Committee discussed the improvement of CO preparation process and decided to follow the following guidelines.

   a. Include necessary contents beyond the syllabus for addressing higher level Bloom's Taxonomy and filling the curriculum gap.

   b. Number of Cos should be limited to 6-7. As far as possible, define one CO for each module.

   c. At least one CO should address the higher level Bloom's Taxonomy.

   d. As far as possible address maximum number of POs/PSOs while designing Cos. Contents beyond
      the syllabus may be incorporated when designing COs

3. Committee decided the following guidelines for framing Assignment questions.
   a. Questions for Assignment-1 should be taken from first four COs in the case of KTU and first two COs in the case of University of Kerala syllabus.
   b. Assignment-2 should be from last two modules of both syllabuses. All the questions in eight sets should be taken from similar COs and of same complexity levels.
   c. Assignment-1 should address higher level Bloom's Taxonomy like Design, Analysis or Apply.
   d. Case studies, presentation based on industrial report or Problems can be solved by using software tools may be considered for framing questions

The meeting concluded at 12.30 pm.

Coordinator
IQAC