

Minutes of the IQAC Monthly Meeting

Saintgits College of Engineering (Autonomous), Kottayam – 686532

Venue: AB Seminar Hall

Date and Time: 20/07/2022, 11:00 am – 12:30 pm

SCE/IQAC/21-22/M-10

Agenda

- A1. Approval of Action Taken Report of previous meeting
- A2. Review of Peer Audit summary
- A3. Audit Manual 2.0
- A4. Report on SSS-2022 and Feedback from Faculty
- A5. Annual Report of activities of IQAC
- A6. Any other concerned matter

Members Present:

1. Er. Rizwana Akbar (AEI)
2. Er. Agitha M S (AEI)
3. Er. Ancy Sara Varghese (EEE)
4. Dr. Elsa Cherian (FT)
5. Dr. Susan Rose (CE)
6. Dr. Elizabeth Dominic (Associate Professor, MBA)
7. Dr. Ajith Kuriakose Mani (ME)
8. Dr. Amith Aravind (Co-Coordinator, IQAC)
9. Dr. Anitha Joseph (Coordinator, IQAC)
10. Er. Sindhu M (CSE)
11. Er. Anshy Oonnittan (CH)

Members who could not attend:

1. Mr. Akhil Mathew (MCA)
2. Mr. Thomaskutty Stephen (Maths)
3. Er. Sreekala (ECE)

The Meeting started at 11.00 am at AB Seminar Hall with a silent prayer. Dr. Anitha Joseph (Coordinator, IQAC), welcomed the members. Coordinator invited the Co-Coordinator of IQAC, Dr. Amith Aravind, to present the minutes of the previous Meeting and discuss the corresponding actions taken.

A1. Approval of Action Taken Report on the last IQAC meeting (held on 19/05/2022)

Decisions of the previous Meeting	Actions taken
External Academic Audit Report (Odd Sem AY 2021-22)	Department wise ATR collected
Performance of Departments (Even Sem AY 2021-22)	Departments encouraged to focus on social outreach programs
Surveys for Students (Releasing SSS – 2022) and Faculty	Responses of SSS and Faculty Feedback collected
External Peer Team Audit (AY 2021-22)	External Peer Audit performed on July 4, 2022
Events pending in AY 2021-22	Induction program for newly joined faculty conducted on June 18 and July 16, 2022

A2. Review of Peer Audit Summary

The summary of the External Peer Audit conducted on 4 July 2022 was presented. The appreciations received and items to be focussed were discussed in detail.

As a remedial measure for improving the Pass percentage, the Peer Team strongly recommended a detailed Course Plan which is to be prepared before the commencement of every new semester. It was decided to recommend the sample Course Plan for reference and necessary action by Academics. Sample attached.

A3. Academic Audit Manual - 2022

Revisions to be made in the Academic Audit Manual-2022 were discussed in detail. As APJAKTU has reinstated the semester wise Academic audit, the existing Checklist for Academic Audits also is to be revised in consultation with NBA team.

A three-member committee comprising of Dr. Susan Rose, Dr. Elizabeth Dominic and Er. Rizwana Akbar is entrusted to prepare the draft by 30th July 2022 which is to be placed before the 6th Academic Council for approval.

A4. Report on SSS-2022 and Feedback from Faculty

Total 913 responses for SSS-2022 and 208 Feedback from Faculty were received. Consolidated reports of the two Google Form surveys were presented.

A5. Annual Report of activities of IQAC

The annual report of the activities of IQAC has to be presented to the Academic Council on August 13, 2022. The report shall include the events, surveys, audits and feedbacks conducted by IQAC for the AY 2021-22

A6. Any other concerned matter

The Course file checklist for Internal Audit also to be edited and circulated in accordance with NBA requirements. Dr. Susan Rose kindly accepted the responsibility of preparing the questionnaire for collecting feedback from Parents of graduated students. The same shall be taken on the Graduation Day or by sharing in Parents' group. .

The Meeting ended at 12.30 pm with a formal vote of thanks to all members by Dr. Anitha Joseph.

Prepared by,
Dr. Amith Aravind
Co-coordinator

Verified by,
Dr. Anitha Joseph
Coordinator

Approved by,
Dr. Josephkunju Paul C
Chairman