

**Minutes of the IQAC Meeting held Online**

**Saintgits College of Engineering (Autonomous), Kottayam – 686532**

**Link:** [https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODU3YjA4YTktNDZjNi00ODI2LTkwN2MtYjI4MTZmYzk2YjM4%40thread.v2/0?content=%7b%22id%22%3a%2292000210-bc75-458a-9284-c56e5b20aaeb%22%2c%22oid%22%3a%2291255ecd-8442-4ce9-9a57-ebf31320441a%22%7d)

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**Date and Time:** 23/08/2022, 11:30 am – 12:30 pm

**SCE/IQAC/22-23/M-3**

**Agenda**

Discussion - IQAC Recommendations based on the External Peer Audit Report 2021-22

**Members Present:**

1. Er. Rizwana Akbar (AEI)
2. Ms. Vishna Devi D. (M)
3. Er. Ancy Sara Varghese (EEE)
4. Dr. Elsa Cherian (FT)
5. Dr. Susan Rose (CE)
6. Er. Anshy Oonnittan (CH)
7. Er. Agitha M S (AEI)
8. Er. Abraham K Thomas (NBA)
9. Arun Madhu (CS)
10. Dr. Anitha Joseph (Coordinator, IQAC)

**Members who could not attend:**

1. Mr. Akhil Mathew (MCA)
2. Dr. Sreekala K. S. (ECE)
3. Dr. Elizabeth Dominic (Associate Professor, MBA)
4. Dr. Ajith Kuriakose Mani (ME)
5. Dr. Amith Aravind

The Meeting started online at 11.30 am with a silent prayer. Dr. Anitha Joseph (Coordinator, IQAC), welcomed the members. Coordinator briefed on the Peer Audit Report and discussions were made on the following points to be focussed as per the Peer audit report. Following conclusions were made:

**1. Improving Pass percentage, make more students available for placement**

‘Teaching - Learning and Evaluation’ needs a revamping in order to boost the academic outcomes.

- i) **Detailed Lesson Plans:** Faculty shall prepare detailed Lesson Plans covering each topic. Include videos and animations of practical applications of the theory they teach so that learning theory becomes more interesting and delivers practical training to the students. ‘Learning by Doing’ is the best Teaching Pedagogy to be adopted.
  - ii) **Attendance of Remedial /Minor/Honours periods** to be properly accounted in AMS along with that of the core course in order to curb bunking of class by the Remedial students. Also, the discipline and resulting ambience in the campus may thus improve.
  - iii) **One-to-one Remedial Coaching** also may be encouraged as the truly needy/underperformers do not fancy learning in a group. Saturday may be utilized for this critical purpose rather than for regular class.
  - iv) **Internal Evaluation Tests:** Conducting two per day has proved to be injurious in terms of Pass percentage. Considering the current intake quality, managing two exams per day may be a Herculean task for them, and it may be at the expense of the pass percentage. Hence only one 2-hour exam per day is recommended. Departments may be privileged to propose the order/combination of slots/courses depending on the nature of courses – tough or light for the academic benefit of underperformers.
  - v) **End Semester Examinations:** Considering the poor output last year, two days gap in between the exams may be tried this year because that definitely is the time effectively utilized by every student, especially the underperformers. The only time a request comes from students’ side for *studying* is those days.
- 2. GATE:** A GATE qualified faculty shall be assigned duty as ‘Coordinator for GATE’ in every department. Select/Motivate a few interested students from each class right from first year onwards (Catch them young) and supervise Online. Practising previous GATE questions and doubt-clearing online sessions may be resorted to instead of ‘Teaching’ for GATE. No. of applicants/aspirants for GATE is an important quality indicator.

3. **Faculty Training required on OBE, preparing detailed Course plan, CO-PO mapping, Question Paper setting**

**Action Plan:** Workshops proposed to be organized

**OBE:** IQAC invites **Er. Abraham K Thomas**, NBA Coordinator for delivering Expert Lecture on COA calculation used in NBA portal which is the same currently employed in Linways. This may be organized *before the expected NBA visit*.

**Course plan:** For achieving this, a 2-day Workshop on preparation of a SMART Course/Lesson Plan may be organized by IQAC **before** the commencement of the new semesters. **Dr. Susan Rose** is invited to coordinate it with the help of the IQAC Team and the Stream Committee Coordinators of each department. A good template for Course Plan to be designed by a four member team - Dr. Susan Rose, Er. Rizwana Akbar, Er. Ancy Sara Thomas, and Er. Abraham K Thomas.

**Question Paper setting:** IQAC invites **Dr. Shajimon K. John**, Controller of Examinations, for delivering Expert Lecture on this. This may be organized *before the First Internal Test*.

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

Prepared by,  
Dr. Anitha Joseph  
Co-coordinator, IQAC