

Minutes of the IQAC Monthly Meeting held on 31/01/2022

Saintgits College of Engineering (Autonomous), Kottayam – 686532

Date and Time: 31/01/2022, 1:30 pm – 3:30 pm

Online Meeting: <https://meet.google.com/xfo-mryd-nab>

SCE/IQAC/21-22/M-03

Agenda

- A1. Confirmation of minutes of previous IQAC meeting
- A2. Approval of Action Taken Report on the last IQAC meeting (held on 21/12/2021)
- A3. Department-wise presentation of the status of 'Actions Taken' on External Peer Team Audit Report
- A4. Department-wise presentation of the analysis of Mid-Sem Feedback by students and remedial actions initiated
- A5. Academic Audit of S1 and S5
- A6. Action Plan for AY 2021-22 as discussed in Governing Body Meeting
- A7. Any other concerning business

Members Present

- 1. Er. Sindhu M (AP, CSE)
- 2. Er. Rizwana Akbar (AP, AEI)
- 3. Dr. Anshy Oonnittan (AP, CH)
- 4. Er. Jancy Varghese (AP, EEE)
- 5. Dr. Elsa Cherian (Associate Professor, FT)
- 6. Mr. Akhil Mathew Philip (AP, MCA)
- 7. Dr. Susan Rose (AP, CE)
- 8. Dr. Elizabeth Dominic (Associate Professor, MBA)
- 9. Dr. Amith Aravind (Co-Coordinator, IQAC)
- 10. Dr. Anitha Joseph (Coordinator, IQAC)
- 11. Er. Agitha M S (AP, ECE)
- 12. Dr. Sreekala K. S (AP, ECE)
- 13. Mr. Thomaskutty Stephen (AP, Maths)

14. Dr. Sreejith C C (Deputy Dean, Compliance and Knowledge Management)

Members who could not attend the meeting

1. Dr. Ajith Kuriakose Mani (AP, ME)

The meeting started at 1.30 pm in online mode with a silent prayer. Dr. Anitha Joseph (Coordinator, IQAC), welcomed the members. The 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. Confirmation of Minutes of the IQAC meeting held on 21/12/2021

The minutes of the IQAC quarterly meeting held on 21/12/2021 was approved by the council after the discussion.

A2. Approval of Action Taken Report on the last IQAC meeting (held on 21/12/2021)

Decisions of the previous Meeting	Actions taken
Review of activities of various departments	The activities conducted by departments has been reviewed and more society beneficial activity was proposed to be conducted.
Update on Audits	The internal and external audit was conducted as per the academic calendar. Audit for S1 and S5 BTech programme is proposed to be conducted during the month of February 2022.
Quality enhancement activities for 2021-22	A consolidated report on the quality enhancement activities proposed for the AY 2021-22 has been submitted to the Principal

A3. Department-wise presentation of the status of 'Actions Taken' on External Peer Team Audit Report

The IQAC members of each department presented the action taken and the status on the external peer team audit report. Dr Sreejith C C, suggested the department should apply for grants to AICTE for the conduct of FDP and workshops. He also suggested the department to offer Certificate Course of one credit and to consider the same in the curriculum. An Outside Credit Course (OCC) to be proposed in each department.

A4. Department-wise presentation of the analysis of Mid-Sem Feedback by students and remedial actions initiated

The IQAC members presented the actionable points, of the analysis of Mid-Sem feedback by the students.

A5. Academic Audit of S1 and S5

Audit for S1 and S5 BTech programme is proposed to be conducted during the month of February 2022.

A6. Action Plan for AY 2021-22 as discussed in Governing Body Meeting

The action plan for the AY 2021-22 as discussed in the Governing Body is as follows,

Action Plan for AY 2021-22	
Aim: To examine and focus on activities to acquire value points enabling a better position and grade in NIRF, NAAC and NBA	
Key Indicator	Actionable Points
1. Curricular Aspects	<ul style="list-style-type: none"> • Support CDC - Curriculum enrichment via. Feedback surveys on the Existing Curriculum and Syllabus • Workshop on Preparation of syllabus and question papers incorporating BT levels
2. Teaching-Learning and Evaluation	<ul style="list-style-type: none"> • Orientation Program for the newly joined faculty members, with two years or lesser experience • Enhance Pass % - Strategy Improvement as recommended by the Academic Core group • Periodic Inter-Departmental faculty interaction • Workshop on Course Outcome Assessment (COA), • Industry-based software training and Add-on course for faculty
3. Research, Innovations and Extension	<p>In consultation with RCC to enhance:</p> <ul style="list-style-type: none"> • Research proposals for grant-in-aid • Consultancy • Industry-based software training and add-on course for faculty • Possibilities of collaborative research activities with National Institutions
4. Infrastructure and Learning Resource	<ul style="list-style-type: none"> • Increase the usage of library by motivating the students and by directing them to utilise the library effectively during any available free time. • Arrange inspiring sessions with foreign universities

5. Student Support and Progression	<ul style="list-style-type: none">• Alumni Interaction Series• Bring core companies for Placement in traditional branches• Enhance industry-institute interaction by inviting industry experts to interact with students• Motivate more students to opt for higher studies and research• Conduct GATE Coaching to students and encourage the students to appear for the GATE exam as GATE score is a hallmark of an Engineering graduate
6. Governance, Leadership and Management	<ul style="list-style-type: none">• Appreciation to faculty such as for the best Course File presented in Academic audit• Arrange inspiring sessions with foreign universities
7. Institutional Values and Best Practices	Enhance Institute-Society connect: <ul style="list-style-type: none">• Problem Solving• Community Service

The meeting ended at 3.30 pm with a formal vote of thanks to all members by Dr. Amith Aravind.

Prepared by,
Dr. Amith Aravind
Co-coordinator

Verified by,
Dr. Anitha Joseph
Coordinator

Approved by,
Dr. Josephkunju Paul C
Chairman