IQAC Meeting Minutes

IQAC Meeting No 1/ 2024-25

Date: 18.07.2024

Time: 7.30 PM ONLINE

Attendees: (online)

- Ani Abraham Principal (chairperson)
- Binu B. R , HoD Electrical (Convenor)
- Mrs Chandrakanta A S,Deputy Director (Rtd),SITTTR.
- Mr. Sanil M S,Administrative Assistant,RIT, Pampady, Kottayam.
- Dr. Sunil K S,Assistant Professor,Department of Computer Engineering, GEC, Idukki.
- Mr. Dev Narayanan,CEO, Align Minds Technologies Pvt Ltd,Kochi.
- Mr. Rajeev M,Scientific Assistant/F, Nuclear Power Corporation of India ltd.
- Mr. Thomas Mathew,MD, JIT Marine Oil Services,Abudabi.
- Mrs. Indu Sunil,Technical Architect, QueST Global.
- Mr. Raju A K,Vice President, PTA,G P C Pala.
- Shanifa E, HoD Electronics
- Bhamadevi NHoD in Charge Computer
- Geo P G, Lecturer in Electronics
- Suyamraj R. L Lecturer in Instrumentation
- Dr. Amrutharaj M. Gl,Instructor in Physical Education
- Santhosh C G , workshopInstructor
- Gokul C G student (from EE department)

Agenda:

- Review of Previous Meeting Minutes
- NBA accreditation of IE department
- Review of placement and higher studies
- Feedback analysis Review
- Internship Review
- Weaker students program review
- Mentoring
- Academic activities for 2024-25
- Mode of conduction of exams,assignments,feedback,mentoring etc
- Curriculum gap analysis and target setting
- Faculty development programs
- Various club/association activities
- Next Meeting Date and Time

Meeting Proceedings:

Meeting started with welcome speech by Smt. Ani Abraham, principal at 7.30 pm .

1. Review of Previous Meeting Minutes:

- The meeting commenced with a review of the previous meeting minutes. It was confirmed that all action items had been completed as per the outlined deadlines.

2.NBA accreditation of IE Department

- Instrumentation Engineering program uploaded SAR on June 15
- Preparation for NBA visit is under progress and the proposed dates are 13/12/2024, 03/01/25, 10/01/25, 31/01/25, 07/02/25
- Electronics Engineering and Computer Engineering programs are getting ready for accreditation
- Sri Syamral R L, Lecturer instrumentation and the department coordinator For NBA visit, Presented the present status of work in the department IQAC verified the progress of the preparation for NBA
- Smt. Binu B. R , Institution Coordinator for NBA Visit also explained the present status

3 Review of placement and higher studies (2023-24)

- Smt. Shanifa E, Placement officer presented the placement details to IQAC

Sl No	Programme	Students Appeared for Exam	Students successfully completed diploma	Placement	Higher Studies
1	Electrical & Electronics Engineering	62	43	26	17
2	Electronics Engineering	46	15	12	3
3	Instrumentation Engineering	52	33	20	13
4	Computer Engineering	58	12	8	4

IQAC has the opinion still to enhance Placement and higher studies .

Sri Rajeev M suggested to motivate students to accept placement and prepare them for the same from the first year itself. . As an Alumni of this institution he offered all supports to this.IQAC suggested to implement actions to improve placement of Computer science program.

4.Feedback analysis Review

Smt. Geo P. G Lecturer in Electronics presented the feedback analysis.All Feedback had taken in time and analysed and submitted to principal.

Index score set in the previous IQAC meeting - 80%

All faculties scored greater than 80 % for academic year 2023-24

IQAC appreciated this effort and suggested to continue this effort

5.Internship Review (2023-24)

Smt. Shanifa E, placement officer presented the internship details to IQAC

Final year students selected internship pathway other than normal pathway as per curriculum as indicated below.

Sl No	Programme	Total number of students	Internship
1	Electrical & Electronics Engineering	61	61
2	Electronics Engineering	52	27
3	Instrumentation Engineering	48	36
4	Computer Engineering	51	Nil
	Total	212	124

IQAC appreciated that our institution has top position in attending internship in the state of Kerala

Also a special mention to be given to EEE department for 100 % internship participation

IQAC enquired the status of internship in Computer science program. Smt. Bhamadevi N . HoD in charge mentioned that the companies from IT sector are not offering internship for computerscience department, since this is the first time in the academic curriculum.

IQAC enquired Sri Gokul C. G Student representative about the internship program . He suggested to start internship in correct time and finish it before the examination, so that the students have sufficient time to prepare for the mandatory exams from the college

6.Weaker students program review

IQAC reviewed the weaker students supporting systems and recommended to continue the efforts to improve results.

7.Mentoring

IQAC reviewed the mentoring systems and recommended to continue the efforts to support students

8.Academic activities for 2024-25

IQAC asked to brief the various academic activities planned other than already presented in this meeting

Principal Smt. Ani Abraham presented a brief review of the academic activities to be planned such as

- Placement and training activities
- Student Induction program
- · First year admission progress
- Association activities

IQAC reviewed the academic activities for the previous academic year and verified that Academic activities planned are in alignment to academic calender

9.Mode of conduction of exams,assignments,feedback,mentoring etc

IQAC reviewed the process of conduction of exams,assignments,feedback,mentoring etc and suggested to continue the process and found that Internal exams and assignments cover all Cos in each course

IQAC confirmed that Question papers of exam have to be scrutinised by peers or senior faculties or HoD

10 Curriculum gap analysis and target setting

Smt, Binu B. R ,HoD Electrical Presented the curriculum gap analysis and target set for various courses and IQAC approved the same

11.Faculty development programs

Faculties are instructed to attend minimum 2 FDPs per year.

Majority of staff members shows interes in attending FDPs for their career enhancement.

Our institution also conducted a number of FDPs during last three years.

Smt. A S Chandrakantha appreciated this .

12.Various club activities (Arts/sports/film/nature/nss etc) & Activity point

IQAC recommended to Conduct all club activities in time and minutes has to be recorded

IQAC asked to explain the allocation of activity points to students and Smt. Geo p. G, Lecturer in Electronics presented the same . Smt. A. S Chandrakantha suggested to identify thrust areas for getting activity points (other than

mentioned in the activity points guidelines)and inform SITTTR for getting approval for the same .

13.Next Meeting Date and Time

IQAC suggested to meet in even semester just after the odd semester result publication

Notice will be issued accordingly

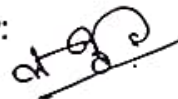Meeting ended at 9 pm with vote of thanks by smt. Binu B. R, Convenor IQAC

Action Items:

- Institution Placement cell has to arrange training activities for final year students
- Decision has to be taken to continue efforts for IE accreditation
- Decision has to be taken to improve result
- Decision has to be taken to improve internship
- Activity points allocation to be standardised

Action taken

Efforts being started to enhance the result, mentoring actions
All department started scholar support programs for weaker students
NBA accreditation activities started and going on
    Prequalifier filed by IE department on 18/04/2024
   . SAR filed on 15/06/2024 by IE department
    Preparation for NBA visit is under progress and the proposed dates are
    13/12/2024, 03/01/25, 10/01/25, 31/01/25, 07/02/25

Academic Audit conducted

Prepared By:

BINU B. R
Convenor

Countersigned