



ACADEMIC YEAR 2020-21 (ODD SEMESTER)
INTERNAL QUALITY ASSURANCE CELL

25.10.20

Minutes of Meeting

IQAC meeting for the month was held on 24.10.20 between 6.00pm-6.45pm through Google meet platform. All department IQAC members attended the meeting. Following points was briefed by IQAC Coordinator.

- **Exit survey** about Institute Level performance indicators to be completed within forthcoming week.
- **Student opinion & Suggestions** about Online classes and practices made will be made.
- Additional **Online Teaching and assessment tools** to be identified and reported by all members. Best tools will be introduced to be practiced by all.
- **Video editing, streaming,** demo session will be planned and handled by Mr.Aswin/Mech
- **DVV** submissions to be made by departments within 3rd week of November. Hence necessary guidance to be made by IQAC members.
- **All programme and event records** to be tracked.
- **Spoken Tutorial session** will be planned after semester exams. Planned Odd semester titles and also even semester will be completed during vacation itself.
- **Department staff seminar** sessions shall be planned for every month. Titles shall be chosen reflecting the courses / FDPs attended by the faculty members. Institute level nominated programmes should be included as mandatory internal seminar/webinar sessions. IQAC members to track this.
- **File Audit** will be scheduled at the end of Nov'20.
- **Comparative performance analysis** report to be prepared before staff review report. Hence, department level reports to be completed within 10 days and submitted.

K. Allee 25/10/20
IQAC COORDINATOR

J. Anurag
25/10/2020