ACADEMIC YEAR 2021-22
INTERAL QUALITY ASSURANCE CELL

08.02.2022

Minutes of Meeting

IQAC meeting for the month of **Feb'22** was held on **06.02.22 between 12.00noon and 1.30pm.**

Agenda for the meeting

- Review of Action Plan
- NAAC Accreditation works
- Stakeholder interaction reports
- Activity summary report
- Department target VS Execution report
- AQAR for 2020-21
- Guidelines for activities
- Staff Enrichment programmes
- Office data reference
- File readiness
- Lecture videos status

Re-insisting quality benchmarks, student centric enrichment & learning environment, tracking of activities and records, IQAC coordinator briefed on the following points during the meeting.

Review of Action Plan

- As per the action plan for the year, NAAC accreditation works are in progress. ISO internal audit is completed.
- Establishing linkages, collaborations with industries/ academia/professional society was insisted. At the end of the semester, each department including T&P has to submit details. (Minimum 1 per department)
- Societies /clubs have to establish linkages with local societies/ NGOs / local bodies.
- Target for forthcoming semester to include linkages/ collaboration efforts.
- Awards / proposals relevant to faculty and units to be referred and included in target.
- Student enrichment programmes shall be made as certification courses (min of 30 hours). Departments were requested to circulate guidelines issued regarding programmes among incharges and get signature across and submit the same at IQAC whatsapp group before 15.02.2022.
- Integration of ICT tools and techniques into teaching to be strengthened. Tools, Simulations to be utilized during teaching-learning process.

NAAC Accreditation works

- As per timeline of activities works are in progress. Members are requested to follow the timeline and ensure department level works are completed as per plan.

Stakeholder interaction reports

All stakeholder interaction report analysis are to be submitted to IQAC coordinator for overall analysis. Members to collect reports from respective incharges and submit reports within a week of the activity.

- Student – Staff performance analysis report with ATR, Counselling – department level issues & institute specific requirements and ATR
- Alumni – interaction report, meet feedback analysis, graduation day feedback analysis
- Industry – Recruiter, Employer feedback reports & trainer feedback
- PAC – Review report & ATR
- Parent – PTA feedback report
- Académia – Expert member visiting during technical events & related interactions.

Activity summary report

Activity summary report for the period 2021-2022 ODD semester to be submitted. Staff enrichment initiatives including internal, Publications details (sentence format) to be submitted within a week.

Department target VS Execution report

Members to support in compilation of AQAR for 2020-21 . Format sent at KCE_IQAC GCR. Members to ensure submission of details by the end of Feb'22 without fail.

Staff Enrichment programmes

IQAC members are requested to coordinate the staff enrichment programmes scheduled during this month.

- FDP on "Integrating PCE activities into classroom teaching" is scheduled on 16.02.2022 & 17.02.2022
- FDP on " Moodle LMS" is scheduled on 22.02.2022.

Office data reference

Department specific data (student admission trend, scholarship etc.) are available as softcopy at commnserver/sindhu/naacssr/department_data folder. Departments to utilize required data.

File readiness

Members to ensure readiness of IQAC department level file is complete in all aspects. During centralized file verification (14.2.2022), files are to be submitted.

Lecture videos status

Coursewise list of videos (ODD, EVEN semester) to be submitted by members for overall presentation.

Members present
Civil, CSE, ECE, EEE, Mech, S&H, T&P

K. Ledlee 8/2/22
IQAC COORDINATOR

J. Mopurt 08/02/2022

PRINCIPAL