

## Minutes of the First IQAC meeting conducted on 3.9.16 in the Conference Hall

The following Officials were present:-

1. Mr.Manohar Singh,Retd. SE (Electricity Dept)
2. Dr.Alagu Sundaram,HOD(CO)
3. Mr.Jenson Daniel,HOD(C)
4. Ms.Gunvanti Parmar,HOD(ECE)
5. Mr.B.K.Jena,HOD(M)
6. Mr.Shankar Rao,HOD(HM)
7. Ms.Lizzie D'Cruz,Lect(SG-ECE)

S. No.	Activity	Decision Taken	Action to be taken	Resp	Target Date	Remarks
<b>I</b>	<b>Curriculum Planning &amp; Implementation</b>					
	a) Transformation from traditional to Outcome based curriculum	To arrange for a workshop in OBE so that all the teaching faculty will be benefitted.	To correspond with NITTTR	TPO	Last week of September	
	b) Implementation of Course file	Weekly Schedule to be modified in the form of Course plan	Final format to be circulated to all department	MR	2 <sup>nd</sup> week of October	
<b>II</b>	<b>Teaching, Learning and Evaluation</b>					
	a) Faculty participation in Conference and Symposium	Dept to conduct Technical symposium as practised earlier.	All departments to organise at least one symposium every year.	All HODs	Cont..	Dates may be given to Dean Academics for reflecting the same in academic Calendar
	b) Student Participation	Awareness to students	Students to be made aware about the benefit of Learner Centric approach in Learning - Teaching process.	All teaching Faculty	In the beginning of Even semester	
	c) Innovative process adopted by the Institution in	Calculation of CO Attainment to be done for each subject	Preparation of Student activities, tools required for evaluation, Old university	All teaching Faculty	From ensuing semester	

	teaching		Question papers etc should be kept ready in advance for easy assessment			
	d) OBE development Workshop	Covered in point I a				
	e) Use of Rubric in Practical Evaluation	Evaluation of P1 to be done using Rubric to maintain transparency.	Rubric to be devised based on the type of practical and start implementing from the ensuing semester	All teaching Faculty	Nov'16	
	f) Incorporation of Student Activity and Seminar	Course plan should indicate the dates, topic of seminar and other student related activity	Teaching faculty to strictly adhere to the planned dates.	All teaching Faculty	From ensuing semester	
	g) Evaluation/Monitoring process of teaching & learning process	Levels of monitoring: <b>Internal</b> 1.To check the class monitoring register submitted by CRs in advisor level as well as in HOD level. 2.In class review by HOD as per QR D 07/00. 3. Students feedback on teaching and learning. <b>Third party audit</b> Inter college audit to be carried out	Records of D07/00 to be maintained  To submit the schedule	All HODs  Nodal Officer(RUSA)	Cont....  2 <sup>nd</sup> week of Sept'2016	
<b>III</b>	<b>Research, Consultancy and Extension</b>					
	a) Strategy for inculcating Research culture among faculty	To initiate action for start of incubation centre in the Institute.				
	b) Consultancy Service					
	c) Incubation Centre	To initiate action for start of incubation centre in the Institute.				
<b>IV</b>	<b>Infrastructure and Learning Resources</b>					

	a) Library Facility and Books	Up gradation of existing facility	Requirement of books and journals may be submitted to Library so that procurement can be initiated	All HODs		
	b) Purchase of equipments	Up gradation of Existing Labs (if reqd) and procurement of equipments for new labs in new B.Tech block.	To complete all procurements by April'17.	All HODs		
<b>V</b>	<b>Student Support and progression</b>					
	a) Coaching for competitive Examination	Civil department has initiated this in the year 2014 but discontinued later.	Department of ECE, CSE and Civil can start the coaching classes for the benefit of Islander students.	HOD(ECE,CSE, Civil)		
	b) Addressing Student grievances	Academic cell to initiate faster redressal of grievances submitted by students.	<ul style="list-style-type: none"> <li>To daily review the internal cases submitted by students in portal and clear the requests regarding issue of certificates within 2 days.</li> <li>University related grievances to be intimated to University as soon as the request is received.</li> </ul>	<b>Academic Assistants</b>		
<b>VI</b>	<b>Governance, Leadership and Management</b>					
	a) Amendments of Mission, Vision and Programme Educational Objectives	To involve all State holders for making amendments in Mission, Vision and Programme Educational Objectives.	Data to be recorded and maintained.	All HODs		

VII	Institutional Values and Best practices					
	a) SoCh(Social Challenges)	It is observed that SoCh activities were not carried out effectively in this current odd semester.	To maintain action plan for each working Saturday and update the status.	All SoCh Team Managers	Cont.....	
	b) Focus Group activity c) KST(knowledge and Skill transfer) / TFJ(Tod,Fod,Jod)	Monitoring of FGA, TFJ, KST, DP, PP and AV classes	<ul style="list-style-type: none"> <li>• FGA In-charge may call the students for periodic review and students shall be asked to deliver the planned activities. The sampling of students shall be done randomly for checking the effectiveness. Aptitude test and Mock Interview shall be made a component of FGA</li> <li>• Group activities need to be monitored by HODs</li> <li>• For PE and DP action plan shall be made by respective In-charges for better effectiveness.</li> </ul>	Respective incharge to carry out frequent monitoring and review meeting if required	Cont.....	

All HODs

*Arun Siva Kumar*  
8/9/16  
Coordinator (IQAC)

8/9/16