Date: 13th July 2017   **Refer Notice:** IQAC/2017-2018/ODD/IQAC Notices/1
Venue: Chairman's Conference room

Agenda:

1. To confirm the minutes of previous IQAC meeting.
2. Formation of IQAC based on NAAC guidelines.
3. Add-on Courses and value added courses.
4. Enhancement of teaching -Learning Process.
5. Teacher quality Enhancement.
6. Improvements in exam process.
7. Improvement in research culture.
8. Skill enhancement training for technical staff.
9. National and International Conference.

Members Present:

S. No.	Name	Designation & Department	Role in IQAC
1	Dr. M MPaoulose	Principal	Chairperson
2	Ajit Joseph	Associate Professor, Dept. of ECE	Coordinator
3	AshaPanicker	Professor, HOD, Dept. of ECE	Member
4	Dr.Nidhish Mathew Nidhiry	Professor, HOD, Dept. of ME	Member
5	Jain P George	Professor, HOD, Dept. of BS&H	Member
6	Vinod P Vijayan	Associate Professor, HOD, Dept. of CSE	Member
7	ReshmaKassim	Associate Professor, HOD, Dept. of CE	Member
8	Benny K K	Associate Professor, HOD, Dept. of EEE	Member
9	Dr.SibuChitran	Professor, HOD, Dept. of MBA	Member
11	Mathew Alex	Administrative Officer	Member
12	Vijai Joseph	System Administrator	Member

Internal Quality Assurance Cell
Mangalam College of Engineering

Minutes of meeting

Discussion	Decisions	Responsibility
Formation of IQAC based on NAAC guidelines	1. Prof.Ajit Joseph, ECE Department, will be the IQAC coordinator for the current academic year 2017-18.	IQAC Coordinator
	2. New members were decided	IQAC Coordinator
	3. IQAC needs to function based on the guidelines defined by NAAC.	IQAC Coordinator
	4. The team handling the college website needs to update any information deemed fit by the IQAC chairperson.	PRO and website committee
	5. Every department needs to discuss on the feedback given by NAAC peer team and work on clearing the deficiencies and enhancing the quality of the institution.	HODs
Add-on Courses and vaule added courses	1. All departments need to plan for new add-on courses and value added courses for the coming academic year.	HODs
	2. All the courses have to be compulsorily attended by students.	HODs
	3. Internship at companies need to be promoted with a new zeal.	HODs
Enhancement of teaching -Learning Process	1. The NAAC Peer team has already mentioned the need to enhance project based training. Departments need to come up with solutions in line with KTU to enhance this aspect of TL process.	HODs
	2. Online feedback system needs to be upgraded.	Prof. Nimmymol Manuel, CSE
	3. All faculty members need to attend at least 1 FDP every year.	All Faculty
Teacher quality Enhancement.	1. All courses need to practice Outcome based education.	All Faculty
	2. Special lectures need to be arranged by IQAC on Knowledge levels in Engineering education.	IQAC coordinator
	3. All faculty members need to look for extra NPTEL courses to enhance skill and knowledge	All Faculty

Improvements in exam process	1. The question levels in each internal question paper must be designed based on blooms Taxonomy.	HODs
	2. An exam question paper scrutiny should be done in each department before the final submission.	Exam Cell
Improvement in research culture	1. Each department needs to concentrate on bringing research based activity to UG level rather than concentrating in PG level.	HODs
	2. All faculties have to improve the research and consultancy within the department.	HODs
Skill enhancement training for technical staff	1. Technical staff needs to be informed and trained about the new experiments in KTU curriculum.	HODs
	2. Regular Staff training should be conducted every semester.	HODs
Alumni meet	1. January 26th is fixed as an annual date for Alumni meet.	HODs
National and International Conference.	1. Every year each department needs to conduct either a National or International Conference.	HODs
	2. The dates at the end of Even semester can be selected for conducting these conferences.	HODs

IQAC Coordinator
Ajit Joseph
Associate Prof., ECE

Chairperson of the IQAC
Dr. M MPoulose
Principal

Copy to:
1. The Principal's Office.
2. All DQACs.
3. All IQAC members

Date: 23rd April 2018   **Refer Notice:** IQAC/2017-2018/ODD/IQAC Notices/5

Venue: Chairman's Conference room

Agenda:

1. To confirm the minutes of previous IQAC meeting.
2. FDPs and MOOC courses.
3. Restructure IQAC based on NAAC guidelines.
4. Exam process reformations.
5. Improving ICT tool usage.
6. Efforts towards research enhancement.
7. Increasing the Library visit of students.
8. Motivation for Student activities.

Members Present:

S. No.	Name	Designation & Department	Role in IQAC
1	Dr. M M Paoulose	Principal	Chairperson
2	Ajit Joseph	Associate Professor, Dept. of ECE	Coordinator
3	Dr. Nidhish Mathew Nidhiry	Professor, HOD, Dept. of ME	Member
4	Jain P George	Professor, HOD, Dept. of BS&H	Member
5	Vinod P Vijayan	Associate Professor, HOD, Dept. of CSE	Member
6	Reshma Kassim	Associate Professor, HOD, Dept. of CE	Member
7	Benny K K	Associate Professor, HOD, Dept. of EEE	Member
8	Dr.Sibu Chitran	Professor, HOD, Dept. of MBA	Member
9	Mathew Alex	Administrative Officer	Member
10	Dr. Abraham Chettissery	Legal Advisor	Member
11	Deepesh Divakaran	Gatik Technologies, Ettumanoor	External Member

Minutes of meeting

S. No.	Discussion	Decisions	Responsibility
1	FDPs and MOOC courses	1. 100% faculties have completed NPTEL based NOC courses.	IQAC
		2. Basic course on Outcome based education was conducted by IQAC. A comprehensive FDP needs to be designed on "Improving the quality of teaching-learning Process".	
		3. Newly inducted faculty given Induction training.	
2	Restructure IQAC based on NAAC guidelines.	1. Academic and Research process Audited and restructured.	IQAC
		2. Course diary in line with KTU guidelines is designed and printed copies were provided to teachers.	
3	Exam process reformations.	1. New system for question paper scrutiny is set to scrutinise the quality of questions set.	Exam Cell
		2. A new system of question paper setting is proposed with each course coordinator providing 2 Question papers for each course.	
4	Improving ICT tool usage.	Some courses have started using ICT tools for design of course. More effort needed from faculty side to use ICT tools for designing of all courses.	All Faculties
5	Efforts towards research enhancement.	1. Project proposals should be applied by departments to government organizations like KSCSTE and KTU	HODs
		2. Consultancy works should be searched by each department for changing the research and consultancy culture of each Department.	HODs

6	Increasing the Library visit of students	Due to increased availability of class notes most of the students are not visiting the library enough. All faculties should encourage library visit by giving assignments that encourage it.	All Faculties
7	Motivation for Student activities.	1. Students should be given as many duty leaves as possible in KTU curriculum.	HODs
		2. All departments should motivate students not to restrict themselves to 100 activity points as described by KTU.	HODs

IQAC Coordinator
Ajit Joseph
Associate Prof., ECE

Chairperson of the IQAC
Dr. M MPoulose
Principal

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