

PROVIDENCE COLLEGE OF ENGINEERING




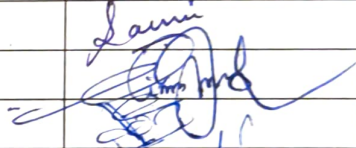




INTERNAL QUALITY ASSURANCE CELL (IQAC) IQAC MEETING -4: AY 2021-2022 EVEN SEM

MINUTES OF MEETING

Date: 26.05.2022

Venue- Board Room

ATTENDANCE

Sl. No	Members	Name	Attendance Status
1	Chairman	Dr. Santhosh Simon - Principal	
2	Management representative	Mr. Nitin Mathew - Executive Director	
3	Coordinator, IQAC	Dr. Bibin Vincent - CSE	
4	Deputy Coordinator, IQAC	Dr. Balagopal V - CE	
5	Industry representative	Mr. Ehasim Basheer - Opset IT Solution	
6	Local Society representative	Mr. Samuelkutty, Member, Ward III, Ala Gramapanchayat	
7	Department representatives [Head of the Departments]	Dr. Sainu Franco - CE	
8		Dr. Libin P Oommen - ME	
9		Mr. John Jacob - EEE	
10		Mr. Alex Mathew - ECE	
12		Dr. Mathews M George - S&H	
13		Dr. Arun Gopi - MBA	
14	NAAC Accreditation Officer	Prof. Thomas Mathew	
15	One alumni representative	Ms, Athulya S - 2016-20 CE	
16	One student representative	Mr. Jobin Babu Ayathil - S6 CSE	
17	Member representing Administrative Office	Mr. Sunil Kumar	
18	Member representing IEDC	Mr. John Jacob - EEE	
19	Member representing NSS	Mr. Manesh V M - ECE	
20	Member representing Placement	Mr. Alex Mathew - ECE	

Meeting Start

Meeting scheduled start: 02.00 PM

Meeting actual start: 02.00 PM

Dr. Bibin Vincent welcomed all the IQAC members and the following agenda items have been discussed and deliberated upon.

- **Agenda 1:** Action taken on previous meeting
The HoDs mentioned the progress of the NBA SAR criteria. CE and CSE have completed Criteria 2. The deadline to submit Criteria 2 was fixed to be on 30-05-2022. The deadline to submit Criteria 2 was fixed to be on 06-06-2022.
- **Agenda 2:** PO attainment of 2017-21 Batch- Presentation by HoDs
The HoDs presented the PO attainment of 2017-21 batch.
- **Agenda 3:** Presentation on curriculum gap and course gap (2021-22 Even) by HoDs. [2019 scheme]
The HoDs presented the curriculum gap and course gap attainment of 2017-21 batch.
- **Agenda 4:** Completion of CAC file (AY 2021-22 Even).
All departments constituted Course Assessment Committees (CAC) and finalized the Course Outcomes.
- **Agenda 5:** Final audit report of 2021-22 Odd- By Internal Auditor
Dr Libin P Oommen, Internal Audit Cell Coordinator presented the Final audit report of 2021-22 Odd Semester.
- **Agenda 6:** D-files audit report- IQAC Coordinator- Dr. Bibin Vincent
Dr. Bibin Vincent presented the D-Files Audit report of all the Six departments.
- **Agenda 7:** NBA SAR completion.
All departments should finalize the NBA SAR by July 31, 2022.
- **Agenda 8:** Exit survey and course end survey from S8 students.
Exit survey and course end survey from S8 students to be completed on or before 05-06-2022.
- **Agenda 9:** PEO survey of 2019 batch and 2020 batch graduated students.
PEO survey of 2019 batch and 2020 batch graduated students to be completed on or before 31/07/2022
- **Agenda 10:** Review of action plan and implementation of each program from January to April 2022.
The action plans and implementation review reports were presented by Dr. Bibin Vincent.
- **Agenda 11:** Review of action plan and implementation of cells and committees from January to April 2022
The action plans and activity reports of cells and committees were presented by Dr. Balagopal V.
- **Agenda 12:** Review of action plan and implementation of NSS from January to April 2022
The action plan and activity report of NSS were presented by Mr. Manesh V M.
- **Agenda 13:** Other matters related to improving the quality of academic and non-academic activities- General discussion.

- Dr. Bibin Vincent explained the KTU Academic Audit Manual 2022.
- As per the circular issued by KTU, the External KTU Audit will be scheduled between 07-06-22 and 22-06-22. IAC will conduct an internal course file audit for 2021-22 Even Semester Courses on 06-06-2022.
- The audit of D-Files by IQAC has been fixed on 04-06-2022.
- Dr. Santhosh Simon insisted the HoDs to strictly adhere to the deadlines provided by the IQAC.

The meeting was concluded at 04.00 PM

Prepared by



Dr. Bibin Vincent
IQAC- Coordinator

Approved By



Dr. Santhosh Simon
Principal