



College of Engineering Adoor

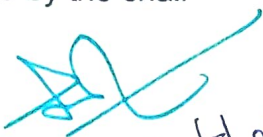
Internal Quality Assurance Cell (IQAC)

Minutes of the IQAC meeting held on 05/12/24 at 8:00 pm through online mode.
(google meet link- meet.google.com/ceg-moop-mxc)

Agenda

1. Plan of Internal Academic Audit
2. Revision of Audit parameters
3. Evaluation of Internship requests submitted by S8 Students
4. Review of Accreditation Activities
5. Review of feedback process
6. Plan to upgrade the result and placement
7. Other relevant matters permitted by the chair

Members Attended

1. Dr. Sunil Kumar K (Chairman) 
2. Smt. Nisha Rajan S (Convenor) 
3. Dr. Deepa J, Principal, College of Engineering Kalloppara (Management Nominee)
4. Dr. John George, Professor in EEE 
5. Dr. Jose Mathew, Associate Professor in ME 
6. Sri. Shibu J, Associate Professor in CSE
7. Dr. Venkitaraj K P, Assistant Professor in ME 
8. Dr. Vinod P R, Assistant Professor in CSE 
9. Sri. Renjith Kumar D, Assistant Professor in EEE
10. Smt. Raji A, Assistant Professor in ECE (Nominee from Professional Society) 
11. Smt. Shiji K V, Associate Professor in Mathematics 
12. Sri. Manoj T, Sub Division Engineer, BSNL, Pandalam (Nominee from Alumni)
13. Sri. Sigimon, Assistant Manager, Steel Industries and Forgings Limited, Thrissur (Nominee from Industry)

Discussions:

The meeting commenced at 8:00 PM. The convenor extended a warm welcome to all the attendees at the meeting. Dr. Sunil Kumar K, Principal provided an overview of the academic activities and he emphasized the need for organizing various FDPs and International Conferences in our college. He suggested to take measures to enhance the Institute Interaction Facility and stressed the importance of conducting the internal academic audit to ensure the quality and standard of academic activities. He congratulated the NSS, CEA unit for building houses for the indigent people under the scheme "Swapnakoodu" in collaboration with K Chittilappilly Foundation.

The committee analysed the progress of the academic activities of the ongoing semester and found that all the educational activities are in line with the academic calendar set by the university. The convenor informed everyone about the decision made during the internal IQAC meeting that the internal academic audit is scheduled to take place on December 12 and 13, 2024 and all the departments were instructed to prepare the necessary documents and reports beforehand. A committee was formed to oversee the audit process, as per the guidelines and checklists. In this context, Dr. Jose Mathew suggested that the audit parameters should be revised. After a discussion, members reviewed the existing audit parameters and suggested updates to better align with recent curriculum changes and accreditation requirements. In order to ensure the uniformity of the series question paper for the 2024 scheme, a standard question paper format has been decided and the preparation of the question paper and the scheme of evaluation is decided to be continue with the academic software Ezygo App.

The internship requests from two eighth semester students were reviewed by the committee. Mrs. Raji A inquired about the project topics to be undertaken by the students and the evaluation methodology. Dr. Deepa J clarified that students can either continue the project for which they completed the preliminary work in the seventh semester or can switch to a new project at the industry where they are interning. Dr. Vinod P R raised a concern about the common rubrics to be followed for the evaluation of all the in house and internship project works. Dr. Jose Mathew stated that, according to the KTU evaluation rubrics, a certain portion of marks is allocated for teamwork, which cannot be assessed for individual external projects undertaken by the interns. Mrs. Raji A highlighted that most intern projects in the EC department are of software-based, which cannot be demonstrated during the final evaluation, making it difficult to award marks as per the university's rubrics. Dr. Vinod P R pointed out that, even in the CS department, software projects are often focused on database collection and tend to be more theoretical in nature. Dr. Sunil Kumar K and Dr. John George suggested to revise the rubrics if necessary. The committee decided to approve internships that meet the following criteria:

- Projects need to align with the curriculum and enhance skill development.
- Proper supervision and reporting mechanisms should be in place.

After reviewing the students' request, approval has been granted for them to undergo the internships. Students need to submit detailed project plans and should provide weekly progress updates.

The progress of ongoing accreditation activities was reviewed. Members discussed the strategies to address the identified gaps in compliance with accreditation requirements including organizing workshops for the faculty on documentation standards and improving evidence collection for teaching and learning outcomes. Dr. Jose Mathew pointed out the concerning low participation in the accreditation activity. Dr. Sunil Kumar K stated that the cooperation and contribution of all faculty members are essential to complete the accreditation work on time.

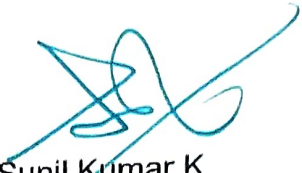
The committee analysed the current feedback collection system for students, faculty, and other stakeholders. Dr. Deepa J suggested that faculty feedback, along with the action taken report, should be submitted for the audit. If any faculty member receives a poor performance index, the Head of the Department should take appropriate action to enhance the teaching and learning process. Dr. Jose Mathew expressed concern about the low student participation in completing the faculty feedback. Therefore, it has been decided to allocate time in the computer lab, if needed, to ensure the timely completion of the feedback, with staff advisors assigned to oversee the process.

To enhance academic results, Dr. John George suggested that staff advisors should oversee the academic activities in their respective classes and alert the faculty when necessary. Mr. Renjith Kumar D underlined that, in most cases, the intervention of staff advisors may not be effective, as they are often guest faculty in many classes, while the faculty handling the subjects are senior faculty members. In such situations, guest faculty may not be in a position to advise the senior faculty members. Mrs. Shiji K V emphasized the importance of individual attention for improving the results. Dr. John George and Mr. Manoj T supported the suggestion. Dr. Venkitaraj K P suggested that effective remedial sessions to be provided for the weaker students. He pointed out that lateral entry students' performance in mathematics is very poor. Mr. Renjith Kumar D stated that students should express their concerns and grievances appropriately in an open forum to improve the teaching and learning process. The Chairman proposed initiatives to enhance academic results and placement performance by organizing remedial classes for academically weaker students, conducting mock interviews and aptitude tests for final-year students and strengthening collaboration with industry partners for better placement opportunities. Placement officers were tasked with increasing engagement with recruiters and hosting career fairs. Mr. Sigimon suggested offering domain-specific, industry-related projects to students. Mr. Manoj T offered his support in providing industry-oriented projects at BSNL for the final-year students. The convenor thanked all the members for their active participation and emphasized the importance of implementing the discussed action plans in a timely manner. The meeting concluded at 9:30 pm.

Decisions Taken:

1. The date for the internal academic audit has been approved to verify data entries in the Ezygo app.
2. It has been decided to prepare a revised draft of the audit parameters.
3. After reviewing the students' requests, approval has been granted to pursue with the internships.
4. It is recommended that interns submit detailed project plans and provide weekly updates on their progress.
5. Decided to strengthen industry tie-ups for internships, projects, and placements to showcase industry-oriented learning and skill development.
6. It has been decided to establish comprehensive feedback mechanisms to continuously enhance teaching-learning processes and outcomes from an accreditation perspective.
7. Decision has been taken to enhance the remedial classes and bridge courses for academically weaker students to improve the overall results.


Smt. Nisha Rajan S
Convenor


Dr. Sunil Kumar K
Principal