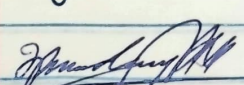
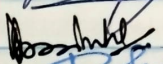
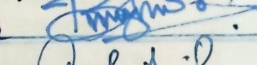
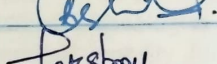
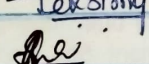

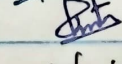
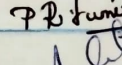
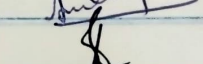


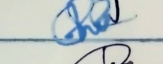
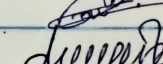
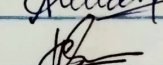
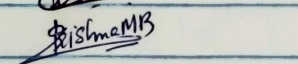
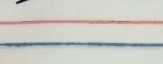

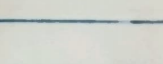


MERTING No: LMCST / IQAC / 2019 / 03

Venue: IQAC

Date: 29.10.19

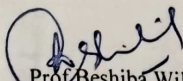
Time: 2.30 pm.

Sl.No.	Members Present	Signature.
1.	Rev. Fr. Dr. Tomy Joseph Padinjarekall, Marathi + Director	
2.	Dr. Mohanlal P.P, Principal	
3.	Mr. Binu Mon James, Local community member	
4.	Prof. Beskiba wilson, IQAC coordinator	
5.	Prof. Lekshmy Surenadaran, Asst. prof, ASH	
6.	Prof. Selma Joseph, IQAC member	
7.	Prof. ASHIMA.C.R, IQAC member	
8.	Ms. Tintu James, IQAC member	
9.	Prof. Sumitha Rani.P.R, IQAC member	
10.	Prof. Anubily Jane, IQAC member	
11.	Prof. Binny Lewis, IQAC member	
12.	Prof. Nisha D.S, IQAC member	
13.	Prof. Sajitha.P, IQAC member	
14.	Prof. SHERIN JOSEPH, IQAC member	
15.	Prof. Rakesh.P.Mathew, IQAC member	
16.	Prof. Aebysk Abraham, IQAC member	
17.	HARI.S, STECE, student representative	
18.	Revathy Krishna.M.B, IQAC member	

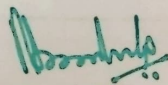
LOURDES MATHA COLLEGE OF SCIENCE AND TECHNOLOGY
INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING HELD ON 29.10.2019 AT 2.30 PM IN IQAC

1. Series test question papers must include Course Outcome and BLOOMS Taxonomy level.
2. Front page of series test answer sheets must include mark tabulation for easy computation of CO attainment.
3. In Tutorial Log register – Topic, date, hour, Students name, sign of students & faculty are required.
4. Minutes of master copy of course committee and class committee must be maintained in the form of book register.
5. Minutes of master copy of course committee and class committee must be maintained in the form of book register.
6. Custodian of master copy of I year course committee is HOD (ASH).
7. Practical examination conduct must be conducted as follows:
 - a. Department meeting to be conducted for allotment of External examiner
 - b. Record details of allotment in minutes of department meeting
 - c. Office order must be issued for External Examiner
 - d. Sign of External and internal examiners required in mark list and front page of lab record.
8. Target and weightage for CO – PO attainment must be fixed based on previous three academic years. The final decision must be taken in Department Advisory Committee.
9. Answer key of series tests must be filed in course file.
10. More technical events must be conducted – Report of event, signature sheet of students, and photos are to be documented and the file must be maintained by the Coordinator
11. Recommended subscription of more e-journals in Central library
12. Digital library to be setup in Central Library with soft copy of text books, Proceedings of Conferences conducted at LMCST and manuscripts.
13. Advisory board (HOD, Senior faculty, Alumni, Academic and Industrial experts) must be constituted in each department
 - a. Frequency of meeting may be once or twice in a year
 - b. CO – PO attainment and gap analysis must be done
 - c. Course outcome discussion must be done and finalized in advisory board meeting
 - d. Analysis of Feedback from Stakeholders
14. For Lab /Practical courses
 - a. maintain marks for individual experiments as 70 (Evaluation – 60, Viva 10)
 - b. Conduct viva and evaluation for each experiment during continuous assessment
 - c. Split up of viva (10) and evaluation (60) out of total 70 must be specified.
15. Department library must include
 - a. Journal reference
 - b. Reference section with computer facility
16. Committee for PG must schedule the seminar and project dates before start of semester
17. Status report of SSR preparation by various Criteria Heads


 Prof. Beshiba Wilson
 IQAC Coordinator



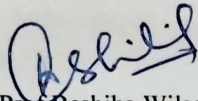

 Dr. Mohanlal P.P.
 Principal

Dr. P. P. MOHANLAL
 PRINCIPAL
 LOURDES MATHA COLLEGE OF
 SCIENCE & TECHNOLOGY
 Lourde Hills, Kurchal P.O.
 Thiruvananthapuram Dist. 695574

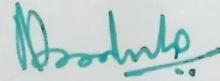
LOURDES MATHA COLLEGE OF SCIENCE AND TECHNOLOGY
INTERNAL QUALITY ASSURANCE CELL (IQAC)
ACTION TAKEN REPORT OF MEETING HELD ON
29.10.2019 AT 2.30 PM IN IQAC

The following actions were taken :

1. Included Course Outcome and BLOOMS Taxonomy level in series test question papers.
2. Mark Tabulation sheet is attached on the front page of series test answer sheets for easy computation of CO attainment.
3. Updatons has been made in tutorial log register Course/class committee register as suggested.
4. Practical examinations were conducted incorporating suggestions of IQAC.
5. Department Advisory Committee has been formulated in each department for implementing and monitoring the goals and targets of OBE and analyzing the feedback from Stakeholders.
6. Action plan for conduct of technical events.
7. More e-journals has been subscribed in the Central library.
8. Digital library has been enhanced in Central Library with soft copy of text books, proceedings of Conferences conducted at LMCST and manuscripts.



Prof. Beshiba Wilson
IQAC Coordinator



Dr. Mohanlal P.P.
Principal



Dr. P. P. MOHANLAL
PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
 Lourde Hills, Kuttichal P.O
 Thiruvananthapuram Dist. 695574