

# LOURDES MATHA COLLEGE OF SCIENCE AND TECHNOLOGY

LOURDES HILLS, KUTTICAL THIRUVANANTHAPURAM

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING ON 07.09.2020

Mode of conduct : Online (Google Meet)

Time : 10.30 am

### Agenda

- Welcome IQAC members – IQAC Coordinator
- Confirmation of the minutes of the IQAC meeting held on 02.07.2020
- Discussion on action plan by IQAC.
- Review of NAAC SSR preparation process
- Any other matter



IQAC Coordinator



Principal



MEETING NO: LMCST / IQAC / 2020 / 03

Mode of Conduct:  
Google Meet

Date: 07/9/2020  
Time: 10:30 AM.

Sl. No.	Members Present	Signature
1.	Rev. Fr. Dr. Tomy Joseph Padinjaraattu (Manager & Director)	
2.	Dr. Mohanlal P.P, Principal	<i>Mohanlal</i>
3.	Fr. Philip John, Industry Expert	
4.	Mr. Gopakumar, Member of Professional Society.	
5.	Prof. Beshiba Wilson, IQAC Coordinator	<i>Beshiba</i>
6.	Prof. Lekshmy Surendran, ASH dept.	
7.	Prof. Indu Rajan, CE	
8.	Prof. Sumitha Rani P.R, CE	- ONLINE
9.	Prof. Ambily Jane, CSE	MODE -
10.	Prof. Nisha O.S, CSE	
11.	Prof. Sajitha P., ECE	
12.	Prof. Bincy Louis, ECE	
13.	Prof. Rikesh P. Mathew, EEE	
14.	Prof. Ashima C.R, EEE	
15.	Prof. Sajitha Krishnan, NBA Coordinator	
16.	Prof. Aebys Abraham, ME	
17.	Prof. Resmi V. Prasad, ME	
18.	Prof. Nithya R, MBA	
19.	Prof. Sajitha Binu, MBA	
20.	Prof. Selma Joseph, MCA	
21.	Prof. Sherin Joseph, MCA	
22.	Prof. Sreekala Devi, Welfare Committee	
23.	Mrs. Tintu James, Librarian	
24.	Mr. Binumon James, Local Society	



**LOURDES MATHA COLLEGE OF SCIENCE AND TECHNOLOGY**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MINUTES OF MEETING HELD ON 07.09.2020 AT 10.30 AM**

1	The IQAC Coordinator welcomed all the members to the meeting.
2	The internal KTU e-Audit is proposed to be conducted in the second week of October.
3	Faculty members must recommend NPTEL/ SWAYAM courses to students based on the subjects being handled.
4	Discussed about providing facility for uploading learning materials like Daily Video Lectures (Online classes), lecture notes, NPTEL/Swayam course link and other additional course links in CMS so that the students can make use of the same.
5	The IQAC suggested conducting an activity – webinar or FDP in connection with Gandhi Jayanthi.
6	Discussed about identifying training areas for Non-teaching staff to be conducted during the vacation
7	The IQAC suggested to upload the following learning materials of practical courses in CMS: <ul style="list-style-type: none"><li>• Laboratory manual</li><li>• Demonstration video</li><li>• Simulation setup</li></ul>
8	As per the KTU audit procedure manual, it is decided to formulate a three member e-audit team for each department for the smooth conduct of online e-Audit.
9	The IQAC suggested conducting an activity on the occasion of the observation of the day of ‘Elimination of violence against women by UN’ through the Women’s Cell.
10	Reviewed the following feedback provided by stakeholders: <ul style="list-style-type: none"><li>• Students feedback</li><li>• Alumni feedback</li><li>• Faculty feedback</li><li>• Employers feedback</li></ul>
11	Reviewed the process of preparation of SSR for NAAC Accreditation.



IQAC Coordinator



Principal



**LOURDES MATHA COLLEGE OF SCIENCE AND TECHNOLOGY**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**ACTION TAKEN REPORT**  
**OF MEETING HELD ON 07.09.2020 AT 10.30 AM (ONLINE MODE)**

1	The internal KTU e-Audit is scheduled for 21.10.2020.
2	Faculty members were instructed to suggest NPTEL/ SWAYAM courses to students based on the subjects being handled.
3	Facility is provided in CMS for uploading learning materials like Daily Video Lectures (Online classes), lecture notes, NPTEL/ Swayam course link and other additional course links so that the students can make use of the same.
4	The department of Management Studies has scheduled an FDP on “Gandhi: The real need of Youth today” on 02.10.2020 in connection with Gandhi Jayanthi.
5	Informed Heads of departments to identify training areas for Non-teaching staff to be conducted during the vacation
6	Facility is provided in CMS to upload the following learning materials of practical courses in CMS: <ul style="list-style-type: none"> <li>• Laboratory manual</li> <li>• Demonstration video</li> <li>• Simulation setup</li> </ul>
7	As per the KTU audit procedure manual, a three member e-audit team is being formulated for each department for the smooth conduct of online e-Audit.
8	The Women’s Cell has scheduled a panel discussion on the occasion of the observation of the day of ‘Elimination of violence against women by UN’ on 25.11.2020.
9	Reviewed the following feedback provided by stakeholders: <ul style="list-style-type: none"> <li>• Students feedback</li> <li>• Alumni feedback</li> <li>• Faculty feedback</li> <li>• Employers feedback</li> </ul> <p>Actions were suggested for improvement.</p>
10	Reviewed the process of preparation of SSR for NAAC Accreditation. Appropriate actions were suggested.



IQAC Coordinator



Principal

