LOURDES MATHA COLLEGE OF SCIENCE AND TECHNOLOGY

LOURDES HILLS, KUTTICHAL 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



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MEETING NO: LMCST IQAC 2020 03			
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Mode of Coduct: Date: 07 9 2020 Time: 10.30 AM.			
Mode of Coduct: Time: 10:30 AM. Google Meet			
81. No.	Members Present	Signature	
1.	Bray Fo Don Town Town D. A A	,	
	Rev. Fr. Dr. Tomy Joseph Padinjanust (Manager of Director)		
2.	Dr. Mohanlal P.P Drincipal	Dondalo	
3.	Li help John, moustry Expert		
4.	in Golandinar I Vember of		
6.	Prof. Beshiba Wilson, TRAC Coordinate	Pelily	
6.	Prof. Lokshmy Swendean, ASH dept.	60	
7.	Prof. Indu Rajan, CE		
8.	Prof. Sumitha Rani P.R, CE	- ONLINE	
9,	Prof. Ambily Jane, CSE	MODE -	
[0.	Prof. Nisha O.S, CSE		
12.	Prof. Sajitha P. , ECE Drof. Bincy Louis , ECE		
13.	Prof. Rikesh P. Mathew, EEE		
14.	Prof. Ashima C.R, EEE		
15.	Prof. Sgith Krishnan, NBA Coordinator		
16.	Prof. Asbysh Abraham, ME		
[7.	Prof. Resmi V. Prasad, ME		
18.	Prof. Nithya R, MBA Drof. Sajitha Binu, MBA		
19.			
21.	Drof. Schna Joseph, MCA		
22.	Drof. Sreekala Devi, Welfare Committeens	GY *	
23.	Mrs. Pintu James, Librarian	Main Tall	
24	Mr. Binumon James, Local Society Flent	man S	
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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
	The IQAC suggested to upload the following learning materials of practical
	courses in CMS:
7	Laboratory manual
	Demonstration video
	Simulation setup
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:
	Students feedback
	Alumni feedback
	Faculty feedback
	Employers feedback
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)

Faculty members were instructed to suggest NPTEL/ SWAYAM courses students based on the subjects being handled. Facility is provided in CMS for uploading learning materials like Daily Vid Lectures (Online classes), lecture notes, NPTEL/ Swayam course link and oth additional course links so that the students can make use of the same. The department of Management Studies has scheduled an FDP on "Gandhi: T real need of Youth today" on 02.10.2020 in connection with Gandhi Jayanthi. Informed Heads of departments to identify training areas for Non-teaching staff be conducted during the vacation Facility is provided in CMS to upload the following learning materials of practic courses in CMS: Laboratory manual Demonstration video Simulation setup As per the KTU audit procedure manual, a three member e-audit team is beinformulated for each department for the smooth conduct of online e-Audit. 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' of 25.11.2020. Reviewed the following feedback provided by stakeholders: Students feedback Alumni feedback Faculty feedback Employers feedback Employers feedback Actions were suggested for improvement.	1	The internal KTU e-Audit is scheduled for 21.10.2020.	
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	10	Reviewed the process of preparation of SSR for NAAC Accreditation. Appropriate	
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IQAC Coordinator

Principal

