

LOURDES MATHA COLLEGE OF SCIENCE AND TECHNOLOGY

LOURDES HILLS, KUTTICAL THIRUVANANTHAPURAM

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING ON 24.11.2021

Mode : Online (Google Meet)

Time : 11.30 am

Agenda

- Welcome IQAC members – IQAC Coordinator
 - New members – Prof. Ancy A (MBA) and Prof. Jeny R J (MBA)
- Confirmation of the minutes of the IQAC meeting held on 22.09.2021
- Discussion on action plan by IQAC.
- Review of NAAC SSR preparation process
- Any other matter



IQAC Coordinator



Principal

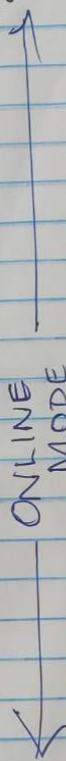


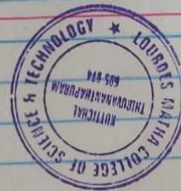
MEETING No : LMCST / IQAC / 2021 / 04

Date : 24/11/2021

Time : 11:30 am

Mode of Conduct : Google Meet.

Sl.No.	Members Present	Signature
1.	Rev. Fr. Dr. Tomy Joseph Padiyarewettil, Director	
2.	Dr. Mohanlal P.P, Principal	
3.	Mr. Philip John, Industry expert	
4.	Mr. Libu Mohan, Alumni member.	
5.	Mr. Anish S.U, Student Council member	
6.	Dr. Beshiba Wilson, IQAC Coordinator	
7.	Mrs. Ambily Jane, IQAC - CSE	
8.	Mrs. Nisha O.S, Criterion 5	
9.	Mrs. Sumitha Rani, IQAC - CE	
10.	Mrs. Indu Rajan, Criterion I	
11.	Mrs. Selma Joseph, Criterion II	
12.	Mrs. Sherin Joseph, IQAC - MCA	
13.	Mrs. Sajitha P., Criterion IV	
14.	Mrs. Jony RJ, IQAC - MBA	
15.	Mr. Rikesh P. Mathew, IQAC - EEE	
16.	Mrs. Bincy Louis, IQAC - ECE	
17.	Ms. Ashly A, IQAC - ASH.	
18.	Dr. Johnson Y, HOD, EEE	
19.	Mrs. Ashima C.R, Criterion III	
20.	Mr. Aebys Abraham, IQAC - ME.	



LOURDES MATHA COLLEGE OF SCIENCE AND TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING HELD ON 24.11.2021 AT 10.30 AM

(Mode of conduct: Google Meet)

Sl.No.	Subject and Decision
1	The minutes of the IQAC meeting held on 22.09.2021 were confirmed.
2	Two faculty members were awarded Ph.D. recently and two faculty members secured 2021- 2022 admission for Ph.D. at A P J Abdul Kalam Technological University.
3	The ISO 9001:2015 internal audit is scheduled for 29.11.2021.
4	The second KTU internal audit (even semester 2021) was conducted as per schedule and the minor NCs reported must be corrected.
5	The foundation course (30 hours duration) for first year B.Tech started from 25.10.2021. To perform the entry level assessment, a test was conducted at the end of the programme.
6	To ensure that the building and infrastructural facilities are maintained properly.
7	To ensure that the research labs are well equipped.
8	Direction boards, Hostel boards and other boards to be finalized – Model room ME, Dept library ECE, Seminar Hall MCA – facilities required.
9	Awareness about Anti-ragging to students; Conduct anti ragging committee meeting with all representatives.
10	Awareness about Code of conduct for students
11	To reduce the mental stress of students (especially the new comers), it is suggested to conduct the PT hour effectively.
12	As per the decision of college council - 4 series tests and one model examination are planned for current semester.
13	The last date for uploading NAAC Self Study Report (SSR) in NAAC Portal is 27.12.2021.
14	It is suggested that the Coordinators of CGPC Cell, Research Cell, ISO, NBA, NAAC and IEDC must report the status and progress of activities in IQAC Executive committee meetings.

LOURDES MATHA COLLEGE OF SCIENCE AND TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

OF MEETING HELD ON 24.11.2021 AT 11.30 AM THROUGH ONLINE MODE

Sl.No.	Action taken
1	The ISO 9001:2015 internal audit is scheduled for 29.11.2021. Faculty members were informed to be prepared for the audit.
2	The second KTU internal audit (even semester 2021) was conducted as per schedule and the minor NCs reported must be corrected. Instructions for clearance of minor NCs were given to HoDs.
3	The foundation course (30 hours duration) for first year B.Tech started from 25.10.2021. To perform the entry level assessment, a test was conducted at the end of the programme. The details of the same have been mailed to HoDs for detailed entry level assessment.
4	To ensure that the building and infrastructural facilities are maintained properly. HoDs were requested to forward the requirements for maintenance to Principal.
5	To ensure that the research labs are well equipped. HoDs to forward requirements to Principal.
6	Direction boards, Hostel boards and other boards to be finalized – Model room ME, Dept library ECE, Seminar Hall MCA – facilities required. Action on Sign board coordinators.
7	Awareness about Anti-ragging to students; Conduct anti ragging committee meeting with all representatives. Schedule of the same has been finalised.
8	Awareness about Code of conduct for students. Action by Code of conduct committee coordinator.
9	To reduce the mental stress of students (especially the new comers), it is suggested to conduct the PT hour effectively. Action by timetable committee coordinator.
10	As per the decision of college council - 4 series tests and one model examination are planned for current semester. Students were informed about the tests and make preparations for the same.

11	The last date for uploading NAAC Self Study Report (SSR) in NAAC Portal is 27.12.2021. Action by NAAC Coordinator.
12	It is suggested that the Coordinators of CGPC Cell, Research Cell, ISO, NBA, NAAC and IEDC must report the status and progress of activities in IQAC Executive committee meetings. Action by NAAC Coordinator.



IQAC Coordinator



Principal

