

LOURDES MATHA COLLEGE OF SCIENCE AND TECHNOLOGY

LOURDES HILLS, KUTTICAL THIRUVANANTHAPURAM

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING ON 14.10.2022

Mode of conduct: Offline

Venue: Conference Hall

Time :11.00 am

Agenda

- Welcome IQAC members – IQAC Co-ordinator
- Confirmation of the minutes of the IQAC meeting held on 28.06.2022
- NAAC Peer Team Visit on 30/09/2022 and 01/10/2022
- Discussion on the action plan by IQAC
- Result Analysis
- Suggestions/ Feedback of Members
- Any other matter


IQAC Co-ordinator

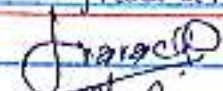
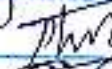



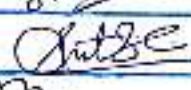
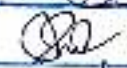
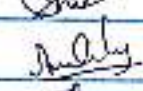

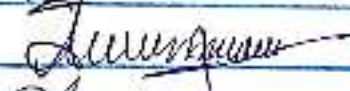


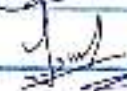
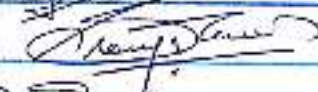
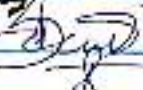

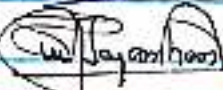

Principal

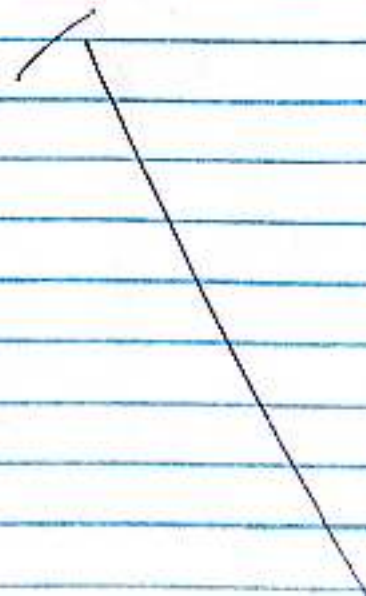
MEETING NO: LMCST / IQAC / 2022 / 03

Date : 14-10-22

Time : 11:00 am

MODE OF CONDUCT : Offline

Sl No:	Members Present	Signature
1	Fr. Biju David, Director	
2	Philip John, Industry Expert	
3	Fr. Emmanuel Christo, Bursar	
4	Dr. Bestiba Wilson, Principal	
5	Dr. Sreebunani, Placement Coordinator	
6	Dr. Smitha J. C., Extern Cell Supt.	
7	SHERIN JOSEPH, IQAC Dept Co (MCA)	
8	Ambily Jane, " (CSE)	
9	Nishe DS., NAAC Co-ordinator(s)	
10	ABYSH ABRAHAM, IQAC dept Co (ME)	
11	ANOOP S.S., Syst. Admin	
12	Rikesh P. Mathew, IQAC Dept Co (ECE)	
13	Jamal Joseph, " (ASH)	
14	Bravya Raman, Student Council (General Secretary)	
15	ShreeKali Devi, Student Welfare Com	
16	Bincy Louis, IQAC dept Co (ECE)	
17	Dr. Sunil J, IQAC Coordinator	



LOURDES MATHA COLLEGE OF SCIENCE AND TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL (IQAC)


MINUTES OF MEETING HELD ON 14.10.2022 AT 11.00 AM

(Mode of conduct: Offline)

Sl.No.	Subject and Decision
1	The IQAC Coordinator welcomed the IQAC members.
2	The minutes of the IQAC meeting held on 28.06.2022 were confirmed.
3	Discussed about the audit findings made by the NAAC Peer team visited on 30/09/2022 and 01/10/2022 . Recommendations provided by the Team for Quality Enhancement of the institutions were also reviewed.
4	KTU External Audit for the current odd semester is scheduled to be conducted between 15 th November 2022 and 24 th November 2022. KTU Internal audit for the current odd semester to be conducted during the end of October or beginning of November 2022.
5	Next IQAC Meeting is to be conducted during December 2022.
6	Encourage the students to identify quality projects and also the guides may encourage the students to publish their work in Journals.
7	Discussion on conduct of atleast one FDP (5 days) per year for the faculty members.
8	Departments having PG courses are requested to organise atleast one International / National Conference in the next year.
9	Technical activities through department association to be initiated. Focus on interpersonal skills and overall development also.
10	University results for all the batches were analysed and discussed about the importance of improving the pass percentage. Special thrust on points like Student's peer group formation, discipline, frequent interaction with parents was discussed.
11	Workbooks with important questions can be prepared by the faculty members and distributed to the students.
12	Career counselling activities for the year 2022-23 to be planned through Placement Cell.

13	In some departments placements were are not up to the expectations. Suggested to sign MoUs with companies/ firms who will be interested in conducting recruitments. They may also be invited to give special sessions for the students regarding their expectations from the freshers.
14	Extension activities to be strengthened. Make students work for the welfare of society.
15	The Induction training program for first year B.Tech started from 25/10/22-29/10/22
16	Awareness about Code of conduct for first year students
17	Discussion on the Graduation Ceremony for batches of 2019,2020 and 2021.
18	Suggested to conduct an awareness program on Intellectual Property Rights for the students.


IQAC Co-ordinator


Principal

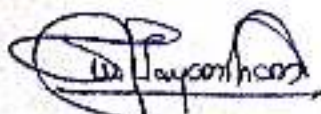
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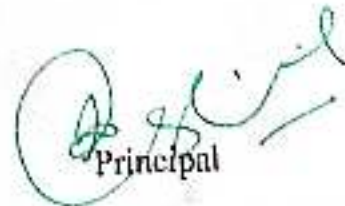
ACTION TAKEN REPORT OF MEETING HELD ON 14.10.2022 AT 11.00 AM

THROUGH OFFLINE MODE

Sl.No.	Action taken
1	The first KTU internal audit for the ODD semester 2022 (S3,S5 and S7) is scheduled for 27.10.2022. The schedule of the audit was published.
2	Next IQAC meeting is to be conducted during the month of December 2022
3	Informed faculty members to implement the remedial measures discussed based on result analysis.
4	All the faculty members shall prepare the workbook containing important questions for their subjects and the same shall be given to students.
5	Action by HoDs to enhance the technical activities through department association and to focus on interpersonal skills and overall development.
6	All the faculty members must attend atleast one 5-Day FDP per year.
7	Awareness about Code of conduct were given to the first year students by the department head during the induction program.
8	Action by Placement Cell Coordinator to conduct Career counselling activities for the year 2022-23 to be initiated through Placement Cell.
9	Action by Extension Cell Coordinator to strengthen extension activities and make students work for the welfare of society.
9	Dr. Y Johnson was entrusted with the task of conducting an awareness program on Intellectual Property Rights for the students.
10	Decided to conduct the Graduation Ceremony for batches of 2019,2020 and 2021 on 20 th November 2022. Prof. Bismi K Charleys and Dr. Johnson were nominated as the co-ordinators.



IQAC Co-ordinator



Principal