



LOURDES MATHA
COLLEGE OF SCIENCE AND TECHNOLOGY
Bureau Veritas Certified ISO 9001 - 2015 Institution
NAAC Accredited

IQAC

IQAC Meeting Circular

Date: 15-03-2023

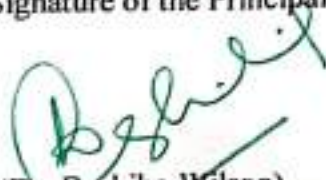
A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on 21st March 2023 at 10:30am in the Conference hall of LMCST.

AGENDA

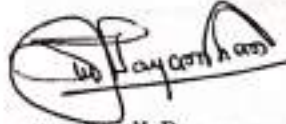
1. To confirm the minutes and action taken report of the meeting held on 20.12.2022.
2. Submission of Annual Quality Assurance Report (AQAR) for the year 2022-23.
3. Analysis of Second KTU Internal Audit of Odd semesters and Conduct of first KTU internal audit for current even semesters.
4. Conduct of Equinox 2023.
5. Result Analysis
6. Suggestions on preparing course materials and Question Banks to the Students.
7. Annual budget for the year 2023-2024
8. Updation of Institution website.
9. Efforts on students' admission for the academic year 2023-2024.
10. Admission and placement review
11. Any other matter.

All the members are requested to kindly make it convenient to attend the meeting.

Signature of the Principal


(Dr. Beshiba Wilson)

Signature of the IQAC Co-ordinator


(Dr. Sunil J)

MEETING NO: LMCST/IQAC/2022/03

Date : 21-03-2023

Time : 11:00 am

MODE OF CONDUCT : OFFLINE

SL NO:	MEMBERS PRESENT	SIGNATURE
1.	Dr. BESHIBA WILSON, Principal	
2.	Dr. Sreekumar.V, Placement Officer	
3.	Dr. SUNIL.J, IQAC Co-ordinator	
4.	Aebysb Abraham	
5.	Renu V	
6	Dr. S. Reeba Rex	
7	SHERIN JOSEPH	
8	Asha.S	
9.	Betty P Justin	
10	Jeny R J	
11.	Ciss Joseph	
12.	Jason Joy	
13	Bijo BS	
14.	Stalin John	
15.	ARYA.U.S	

LOURDES MATHA COLLEGE OF SCIENCE & TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING HELD ON 20.3.2023 AT 10:30AM

(Mode of Conduct: Hybrid)

Sl. No	Subject and Discussion
1	IQAC Co-ordinator welcomed the IQAC members
2	The minutes of the IQAC meeting held on 20.12.2022 were confirmed
3	Discussed about the initiatives taken for NBA Accreditation Process.
4	Discussed about the steps taken to improve the admissions for the academic year 2023-24. Admission Review for the previous two years was also carried out.
5	Discussed about the start of even semester classes and registration.
6	It was decided to Conduct the college day during the month of April 2023.
7	Discussion on second KTU internal Audit for the odd semesters.
8	Discussed about publishing the project work of final year students in reputed journals.
9	University results for all the batches were analysed and discussed about the importance of improving the pass percentage
10	Decided to prepare department wise Annual budget for the academic year 2023-24.
11	Discussed about the training and placement given to the final year students.


IQAC Co-ordinator
20/3/23


Principal

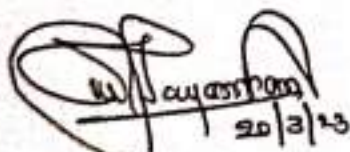
LOURDES MATHA COLLEGE OF SCIENCE & TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT OF MEETING HELD ON 20.03.2023 AT 10.30 AM THROUGH OFFLINE MODE

Sl. No	Action Taken
1.	One Day Faculty Development Program on "An Overview of NBA Accreditation Process was organised on 18.01.2023 by Department of CSE in association with IQAC for all the faculty members of LMCST. Dr. S. Viswanath Rao, Professor of MBCET was the resource person.
2	Entrepreneurs Meet was conducted on 03.03.2023. IQAC team appreciated Dr. Sreekumar V (HoD ME & Placement Coordinator LMCST) and Mr. Ninu John (Asst. Professor & Placement Co-ordinator, LMIMS), HoD's, faculty and students.
3	Departments identified various schools. Programs like Quiz competitions were conducted in some of the schools. Awareness on KEAM examinations and Engineering were given to the +2 students.
4	Two MoU's were signed between CE dept. of LMCST and Aham Builders and Score QC Training and services on 03/03/2023 with a view to increase the placements of CE students in the core field
5	Registration and Reopening of classes Regular class for S2 MBA and S2 MCA will commence on 27-02-2023 and 06-03-2023 respectively. Regular class for 8 th semester BTech starts on 30-01-2023 Regular class for 6 th and 4 th semester BTech starts on 06-02-2023.
6	The Annual Intercollegiate Techno Cultural Fest "Equinox 2023" is proposed to be conducted on 25 th and 26 th April 2023 at Tagore Theatre, Trivandrum. Ms. Ambily Jane, AP of CSE is nominated as the Co-ordinator and Ms. Jomol Joseph, AP of ASH, Dr. Jinju Joy, AP of ECE are nominated as Co-coordinators.

7	It was decided to carry out the analysis of second KTU Internal Audit for the odd semesters scheduled on 17/03/2023 before 25/03/2023. Also it was decided to carry out the first KTU Internal Audit for the current even semester during the month of May 2023.
8	Requested Faculty members those who are guiding the final year students to take the initiative for publishing their students' projects in reputed journals. If required, the departments can seek assistance of Research cell of LMCST.
9	Requested HoDs to instruct all the faculty members to prepare question banks for their subjects and circulate the same to the students. It is also the responsibility of the faculty to ensure that all students are taking print outs of the question bank and to urge them to study the questions that are included there.
10	It was decided to prepare department wise Annual Budget for the Academic Year 2023-24 and requested all HoD's to prepare the same before 30 th April 2023.
11	Dr. Sreekumar V, Placement officer briefed about the trainings and placement given to the final year students till date.


20/3/23
IQAC Co-ordinator


Principal