



LOURDES MATHA
COLLEGE OF SCIENCE AND TECHNOLOGY
NAAC Accredited

IQAC

IQAC Meeting Circular

Date: 14-06-2023

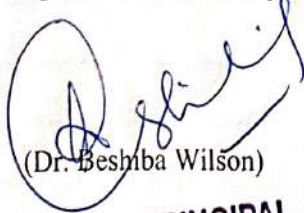
A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on 20th June 2023 at 10:30am in the Conference hall of LMCST.

AGENDA

1. To confirm the minutes and action taken report of the meeting held on 20.03.2023.
2. To discuss about the activities carried out and activities to be carried out as part of NBA Accreditation process.
3. To discuss about the college day "Equinox 2023 held on 25th and 26th April 2023.
4. To discuss about the second KTU Internal Audit for the odd semesters conducted on 17/03/2023.
5. To distribute/allocate criteria among faculty members/NAAC criteria heads for carrying out the various activities in a systematic manner for submitting AQAR.
6. Result Analysis
7. Any other matter.

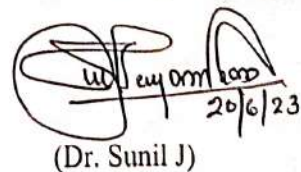
All the members are requested to kindly make it convenient to attend the meeting.

Signature of the Principal



(Dr. Beshiba Wilson)

Signature of the IQAC Co-ordinator



(Dr. Sunil J)

PRINCIPAL
LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY
Lourde Hills, Kuttichal P. O.
Thiruvananthapuram Dist-695574

MEETING No: LMCST/IQAC/2023/02

Date: 20-6-23

MODE OF CONDUCT: OFFLINE

Time: 10:30 am

| SL.No | Members present | Signature |
|-------|-----------------------------------|-----------|
| 1. | Dr. Beshiba Wilson, Principal | |
| 2. | Nisha O.S, Contentia 5 | |
| 3. | Ambily Jane | |
| 4. | Bincy Louis | |
| 5. | Rikesh P. Mathew | |
| 6. | SHERIN JOSEPH | |
| 7. | Jeny R-J | |
| 8. | Anakha T. Nair | |
| 9. | Anne A-T. | |
| 10. | Dr. SUNDI T, IQAC Coordinator. | |
| 11. | Dr. S. Reeba Rex | |
| 12. | Maria Mathew | |
| 13. | SREEDITH S.J | |
| 14. | Rohith S.P, Contentia 7 | |
| 15. | VISHNU P.B | |
| 16. | Jamal Joseph, IQAC CO-coordinator | |

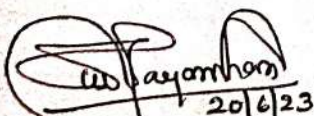
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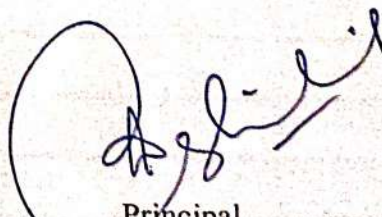
INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING HELD ON 20.6.2023 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 20.03.2023 were confirmed |
| 3 | Discussed about the activities carried out and activities to be carried out as part of NBA Accreditation Process. |
| 4 | Discussed about the conduct of the college day "Equinox 2023 held on 25 th and 26 th April 2023. |
| 5 | Discussed about the second KTU Internal Audit for the odd semesters conducted on 17/03/2023. |
| 6. | Discussed about the distribution/allocation of criteria among faculty members/NAAC criteria heads for AQAR submission. |
| 7. | Discussion on the analysis of university result and steps to improve the result |

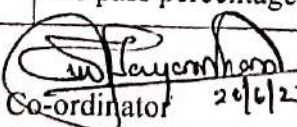

20/6/23
IQAC Co-ordinator

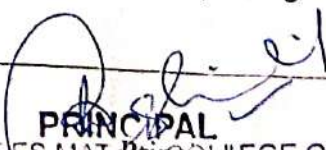

Principal
PRINCIPAL
LOURDES MATHA COLLEGE OF
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Lourde Hills, Kuttichal P. O.
Thiruvananthapuram Dist-695574

LOURDES MATHA COLLEGE OF SCIENCE & TECHNOLOGY
INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT OF MEETING HELD ON 20.06.2023 AT 10.30 AM
THROUGH OFFLINE MODE

| Sl. No | Action Taken | | | | | | | | | | | | | | | | | | | | | |
|--------|--|---------------------|--------------------|------------------|----|----------------------------------|-----------------|----|-------------------------------------|-----------------|----|---------------------------------------|--------------------|----|---------------------------------|-----------------|----|---------------------------------------|---------------------|----|---|-----------------|
| 1. | It is decided to conduct a workshop on "OBE and NBA Accreditation". CSE department headed by Ms. Priya Sekhar is given the responsibility for organising the workshop during the month of August 2023. | | | | | | | | | | | | | | | | | | | | | |
| 2 | The Annual Intercollegiate Techno Cultural Fest "Equinox 2023" was successfully conducted on 25th and 26th April 2023 at Tagore Theatre, Trivandrum. The co-ordinators Ms. Ambily Jane, AP of CSE, and the Co-coordinators Ms. Jomol Joseph. AP of ASH and Dr. Jinju Joy, AP of ECE were appreciated. | | | | | | | | | | | | | | | | | | | | | |
| 3 | The analysis of second KTU Internal Audit for the odd semesters conducted on 17/03/2023 was completed and few minor NCs were observed. All the departments were requested to close all the NCs before 30-06-2023. Also all departments were informed to get ready for the KTU External Even Semester Academic Audit 2022-2023 which may be conducted during the month of July 2023. | | | | | | | | | | | | | | | | | | | | | |
| 4 | <p>Allocation of criteria among faculty members/ NAAC criteria heads was discussed in order to achieve consistency, accuracy and ensuring high standards in AQAR for the year (1st June 2022 to 31st May 2023). It is further discussed that filling of all criteria can be achieved with assistance of IQAC department co-ordinators. The details of criteria wise allocation is as follows.</p> <table border="0"> <tr> <td>1.</td> <td>Curricular Aspects</td> <td>- Ms. Indu Rajan</td> </tr> <tr> <td>2.</td> <td>Teaching Learning and Evaluation</td> <td>- Ms. Archa A T</td> </tr> <tr> <td>3.</td> <td>Research, Innovations and Extension</td> <td>- Dr. Reeba Rex</td> </tr> <tr> <td>4.</td> <td>Infrastructure and Learning Resources</td> <td>- Ms. Maria Mathew</td> </tr> <tr> <td>5.</td> <td>Student Support and Progression</td> <td>- Ms. Nisha O.S</td> </tr> <tr> <td>6.</td> <td>Governance, Leadership and Management</td> <td>- Ms. Anakha T Nair</td> </tr> <tr> <td>7.</td> <td>Institutional values and best practices</td> <td>- Mr. Rohit S P</td> </tr> </table> | 1. | Curricular Aspects | - Ms. Indu Rajan | 2. | Teaching Learning and Evaluation | - Ms. Archa A T | 3. | Research, Innovations and Extension | - Dr. Reeba Rex | 4. | Infrastructure and Learning Resources | - Ms. Maria Mathew | 5. | Student Support and Progression | - Ms. Nisha O.S | 6. | Governance, Leadership and Management | - Ms. Anakha T Nair | 7. | Institutional values and best practices | - Mr. Rohit S P |
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| 6. | Governance, Leadership and Management | - Ms. Anakha T Nair | | | | | | | | | | | | | | | | | | | | |
| 7. | Institutional values and best practices | - Mr. Rohit S P | | | | | | | | | | | | | | | | | | | | |
| 5 | University results of all the batches were analysed and the importance of improving the pass percentage was discussed. | | | | | | | | | | | | | | | | | | | | | |


 IQAC Co-ordinator 20/6/23


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