



LOURDES MATHA
COLLEGE OF SCIENCE AND TECHNOLOGY
NAAC Accredited

IQAC

IQAC Meeting Circular

Date: 17-10-2023

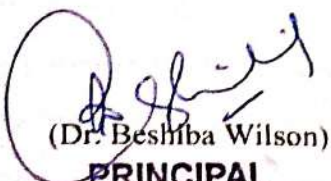
A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on 20th October 2023 at 10:30am in the Conference hall of LMCST.

AGENDA

1. To confirm the minutes and action taken report of the meeting held on 20.06.2023.
2. Submission of Annual Quality Assurance Report (AQAR) for the year 2022-23.
3. Talks and Webinars carried out during the last three months.
4. KTU External Audit for the previous semester (even) and Internal Audit for the current semester.
5. Three-day bridge course conducted for the 2023-2024 admitted BTech students.
6. Activities carried out as part of NBA Accreditation Process.
7. Registration and Reopening of odd semester classes.
8. Result Analysis
9. Admission 2023 Review
10. Briefing by Dr. Sreekumar V, Placement officer about the trainings and placement given to the final year students till date.
11. Any other matter.

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

Signature of the Principal

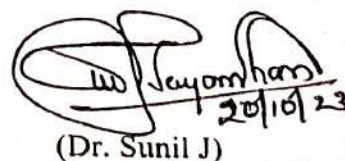


(Dr. Beshiba Wilson)

PRINCIPAL

**LOURDES MATHA COLLEGE OF
SCIENCE & TECHNOLOGY**
Lourd Hills, Kuttichal P O
Thiruvananthapuram Dist-695574

Signature of the IQAC Co-ordinator




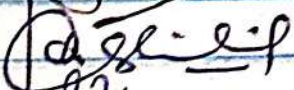


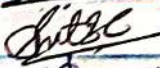



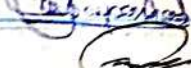



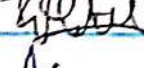


(Dr. Sunil J)

MEETING NO: LMST/IGAC/2023/01

Date : 20-10-23

Time : 10:30 am

MODE OF CONDUCT : OFFLINE

SL NO:	MEMBERS PRESENT	SIGNATURE
1.	Dr. Beju Prasad, Director	
2.	Dr. Beshiba Wilson, Principal	
3.	Ms. Indu Rajan, Criteria 1	
4.	Ms. Nisha O.S, Criteria 5	
5.	Dr. Smitha J.C, HOD CSE	
6.	Mr. Vishnu P.B	
7.	Dr. Sreebharani V	
8.	Dr. Syamath R.S	
9.	Dr. SUNIL J, HOD CE IGAC co-ordinator	
10.	Rikesh P. Mathew, IGAC Dept. Conductor, EEE	
11.	Jamal Joseph, IGAC co-coordinator	
12.	SREEJITH S.J ; (M.E)	
13.	Rohith S.P, Criteria 7	
14.	Archa A.T (MCA)	
15.	Amaly Jane	
16.	Dr. Riju K, Member, Professional Society	- Online
17.	Mr. Biju Manoj, Local Community Member	- Online
18.	Mr. Moush M S, Industry Expert	- Online
19.	Mr. Jibu Mohan, Alumni representative	- Online

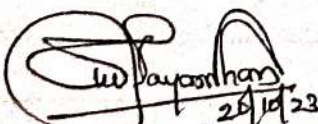
LOURDES MATHA COLLEGE OF SCIENCE & TECHNOLOGY

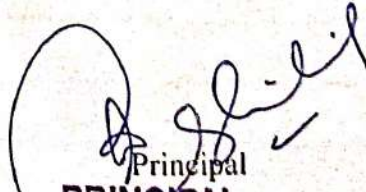
INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING HELD ON 20.10.2023 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 20.06.2023 were confirmed
3	Submission of Annual Quality Assurance Report (AQAR) for the year 2022-23 was discussed.
4	Discussed about the talks and webinars carried out during the last three months
5	Discussed about the conduct of KTU External Audit for even semesters on 13/07/2023 and also proposed a period for conducting Internal Audit of the current semesters.
5	Discussed about the three day bridge course conducted for the 2023-2024 admitted BTech students
6	Discussed about the activities carried out as part of NBA Accreditation Process.
7	Discussed about the registration and reopening of odd semester classes.
8	Analysis of the university results was discussed.
9	Review on admission 2023 was also carried out and discussed.
10	Dr. Sreekumar V, Placement officer briefed about the trainings and placement given to the final year students till date.


IQAC Co-ordinator
20/10/23

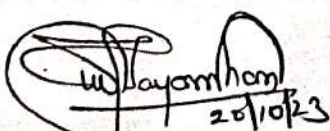

Principal
PRINCIPAL
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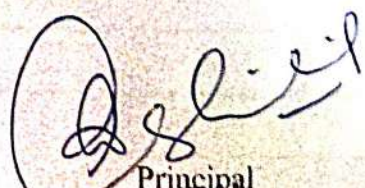
LOURDES MATHA COLLEGE OF SCIENCE & TECHNOLOGY
INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT OF MEETING HELD ON 20.09.2023 AT 10.30 AM
THROUGH HYBRID MODE

Sl. No	Action Taken
1	AQAR for the year 2022-23 is planned to be submitted in the NAAC portal. The criteria heads are requested to upload the details in the portal in the first week of November. IQAC team has to check the details and proceed with the submission.
2	Conducted a webinar on IP Awareness by IEEE Student branch in association with IPR Cell on 29-07-2023. Mr. Praveen Raj, Principal Scientist of CSIR-NIIST was the resource person.
3	An Alumni Mentoring Session was organised by CSE Department in association with IQAC on 24 th August 2023. Mr. Shinu Yohannan, Chartered Scientist/ Principal Engineer of Turbo Power Systems, UK was the resource person.
4	A Yoga Session was organised for the students by NSS Technical Cell on 21.06.2023. Ms. Athira Rani, Asst. Professor of MBA was the trainer.
5	KTU External Academic Audit 2022-2023 for the even semesters was conducted on 13/07/2023. It is also decided to carry out the KTU internal Audit 2023-2024 for the Odd semester by the end of October 2023.
6	Three day Bridge course for the 2023-2024 admitted B Tech students was conducted from 24th July to 27th July 2023. Ms. Priya Sekhar S (HoD CSE) and Ms. Soorya S R (HoD, ECE) were the co-ordinators. The following topics were included in the course. Basics of Engineering Chemistry by Dr. Kuruvila Joseph, Outstanding Professor and Dean of IIST, Trivandrum, Basics of Engineering Physics by Dr. Jineesh K B, Professor of IIST, Trivandrum, An awareness class on Anti-Narcotics, Motivational Talk by Dr. Gabriel Simon Thattil, Professor of University of Kerala, Basics of Engineering Maths by Dr. Raju K George, Professor of IIST, Trivandrum, Career Opportunities by Mr. Aswin P Chandran, CEO, Simple Logic Solutions & Director of CGP Career Avenues. Inauguration of the Bridge course was carried out by Ms. Jyothi Radhika Vijayakumar , Civil Service Trainer.

7	One Day Workshop on " OBE and NBA Accreditation " was organised by CSE dept in association with IQAC on 4 th August 2023 for all the staff members of LMCST. Dr. Reji R, Associate Professor, Dept of CSE, Carmel College of Engg and Technology was the Resource person.
8	Two Day Workshop on " OBE and NBA Accreditation " covering all the criterias was organised on 15 th and 16 th August by Department of CSE in association with IQAC especially for the CSE faculty members of LMCST. Dr. Reji R, Associate Professor, Dept of CSE, Carmel College of Engg and Technology was the Resource person.
9	LMCST celebrated Onam "Aaravam 2023 on 26 th August 2023. Various events like Poovili, Mega Thiruvathira, Onappaattu, Athapookkalam, Vadavali, Malayali Manga, Kerala Sreeman, Musical chair, Lemon & spoon race, kalamadi and uriyadi were included in the celebration. Management and principal appreciated Mr. Ninu John(MBA), Ms. Geethu Jose (ASH), Ms. Abhi Archa (ASH), HoDs, event co-ordinators and staff members for co-ordinating the events successfully.
10	Registration and Reopening of classes Regular class for S5 and S7 BTech commenced on 03-08-2023 & 10-08-2023 Regular class for S1 MBA & bridge course for S1 MCA commenced on 10-08-2023. Regular class for S3 MCA started on 21-08-2023. Regular class for S3 BTech and S1 BTech started on 04 -09-2023 and 07-09-2023. Regular class for S1 MCA started on 15-09-2023.
11	KTU results were analysed and it was suggested to conduct test papers during the remedial hour in order to improve the results. Online classes also can be provided if required for clearing the doubts.
12	Analysis of admission for the year 2023 was discussed and it was compared with the earlier admissions. A steady increase was observed in admitting students. It was also decided to start the admission related activities for the year 2024.
13	Dr. Sreekumar V, Placement officer briefed about the trainings and placement given to the final year students till date. He also mentioned about the importance of giving training to the students before facing the interview process.


20/10/23
IQAC Co-ordinator


Principal
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