




**NAAC ACCREDITED INSTITUTION**  
**LOURDES MATHA**  
**COLLEGE OF SCIENCE AND TECHNOLOGY**

Affiliated to APJ Abdul Kalam Technological University  
Approved by AICTE & Managed by the Archdiocese of Changanacherry  
Lourdes Hills, Kuttichal P.O, Thiruvananthapuram, Kerala - 695 574

6.5.2 The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms and recorded the incremental improvement in various activities.

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**PRINCIPAL**  
LOURDES MATHA COLLEGE OF  
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## INTERNAL KTU AUDIT - 1

### LOURDES MATHA COLLEGE OF SCIENCE AND TECHNOLOGY

#### INTERNAL QUALITY ASSURANCE CELL

##### NOTICE

LMCST/ KTU/ IQAC-SEPTEMBER-5/2022

20.10.2022

As per the regulations of KTU, it has been decided to conduct the first KTU Internal audit for the **ODD SEMESTER 2022** (S3, S5 and S7) on **27.10.2022** (Thursday). All faculty members are requested to be prepared for the audit. The audit will be done as per the schedule given below:

Branch	Date & Time	IQAC Dept Coordinator	Audit team
CE (UG)	27.10.2022 10 am to 3 pm	Ms. Anupama P L	Ms. Sreekala Devi K. Ms. Archa A T
CSE (UG & PG)	27.10.2022 10 am to 3 pm	Ms. Ambily Jane	Ms. Bindu M.V. Ms. Ancy A
ECE (UG & PG)	27.10.2022 10 am to 3 pm	Ms. Bincy Louis	Ms. Sheeba Kumari Ms. Anjana J
EEE (UG & PG)	27.10.2022 10 am to 3 pm	Mr. Rikesh Mathew	Dr. Jinju Joy Ms. Asha A.S
ME (UG)	27.10.2022 10 am to 3 pm	Mr. Aebys Abraham	Ms. Ashitha M Ms. Sheeja Beevi
MBA	27.10.2022 10 am to 3 pm	Ms. Jeny R	Mr. Sabarinath A.R. Ms. Soumya V S
MCA	27.10.2022 10 am to 3 pm	Ms. Sherin Joseph	Dr.Ranjit Thomas Ms. Deepthi J

IQAC Coordinator

Principal

The audit report shall be submitted on or before 7<sup>th</sup> November 2022.

Copy to : The Director, HoDs, IQAC Auditors, Faculty Members, Office and Workshop.



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## INTERNAL KTU AUDIT - 2

### LOURDES MATHA COLLEGE OF SCIENCE AND TECHNOLOGY INTERNAL QUALITY ASSURANCE CELL

#### NOTICE

LMCST/ KTU/ IQAC-FEBRUARY- 6/2023

6.03.2023

As per the regulations of KTU, it has been decided to conduct the second KTU Internal audit for the **ODD SEMESTER 2022** (S1, S3, S5 and S7) on **17.03.2023** (Friday). All faculty members are requested to be prepared for the audit. The audit will be done as per the schedule given below:

Branch	Date & Time	IQAC Dept Coordinator	Audit team
CE (UG)	17.03.2023 10 am to 3 pm	Ms. Arya U S	Dr. Jinju Joy Ms. Ancy A
CSE (UG & PG)	17.03.2023 10 am to 3 pm	Ms. Ambily Jane	Ms. Sreekala Devi K Ms. Sreerema Prasad Mr. Jason Joy Poopady
ECE (UG & PG)	17.03.2023 10 am to 3 pm	Ms. Bincy Louis	Dr. Ranjit Thomas Ms. Sheeja Beevi
EEE (UG & PG)	17.03.2023 10 am to 3 pm	Mr. Rikesh Mathew	Ms. Sheeba Kumari Ms. Archa A T
ME (UG)	17.03.2023 10 am to 3 pm	Mr. Aebys Abraham	Ms. Soumya V S Ms. Betty P Justin
MBA	17.03.2023 10 am to 3 pm	Ms. Jeny R	Ms. Bindu M V Ms. Anjana J
MCA	17.03.2023 10 am to 3 pm	Ms. Sherin Joseph	Ms. Ashitha M Ms. Asha A.S

IQAC Coordinator

Principal

The audit report shall be submitted on or before 27<sup>th</sup> March 2023.

Copy to : The Director, HoDs, IQAC Auditors, Faculty Members, Office and Workshop.



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## Sample Class Committee Meeting Minutes -1

CLASS COMMITTEE MEETING I  
CIVIL ENGINEERING DEPARTMENT  
SEMESTER 6

Date: 20/02/2023

Time: 12.35 pm

**MEMBERS PRESENT:**

**FACULTY MEMBERS**

1. Ms. Sneha S S (Staff advisor, S6 CE)
2. Ms. Sreeremaprasad (Staff advisor, S6 CE) *for the time*
3. Dr. Sunil J (HoD) *Sunil J*
4. Mr. Mebin Mathew *Mebin Mathew*
5. Ms. Arya U S *Arya U S*
6. Mr. Vishnu P.B. *Vishnu P.B.*

**STUDENTS PRESENT**

1. Sreedevi Vijayan *Sreedevi Vijayan*
2. Sreekanth *Sreekanth*

**AGENDA:** Discussion of academic activities of all courses in the current semester.

**MINUTES:**

1. The Chairperson welcomed HOD and Faculties to the meeting.
2. The details regarding academic calendar was discussed.
3. Portions covered for various courses were discussed.
4. Informed and agreed that 2.5 modules should be covered before the commencement of first series examination.
5. Informed and reminded them regarding the attendance requirement for eligibility for writing university examination.
6. The meeting concluded by 12.50 pm

*[Signature]*  
Chairperson

*[Signature]*  
Principal



*[Signature]*  
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## Sample Class Committee Meeting Minutes -2

### CLASS COMMITTEE MEETING SEMESTER 3 (2021-2025 BATCH)

Date: 27/09/2022

Time: 3.00 P M

#### MEMBERS PRESENT:

##### FACULTY MEMBERS

1. Prof. Dr. Sunil J (HoD)
2. Ms. Indu Rajan
3. Ms. Anupama P.L( Chairperson & Staff Advisor)
4. Ms. Sheeba Kumari
5. Ms. Aswathy P
6. Ms. Deepthi J
7. Ms. Sherin Alexander
8. Ms. Sneha S. S
9. Ms. Jomol
10. Mr. Vishnu P.B (Staff Advisor)

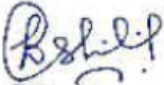
##### STUDENT REPRESENTATIVES

1. Anto Sagar M.L
2. Sona G.L

#### MINUTES:

1. HoD welcomed the members to the meeting.
2. Discussed about the subject coverage and teaching effectiveness. Students were satisfied with the classes.
3. Discussed about the importance of attendance.
4. Students informed that one ceiling fan is not working.
5. HoD informed that the number late commers in the first hour is more and it must be avoided.



  
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**ACTION TAKEN:**

1. Make necessary arrangements for fan repair.

Name	Signature
Prof. Dr. Sunil J (HoD)	
Ms. Indu Rajan	
Ms. Anupama P.L( Chairperson & Staff Advisor)	
Ms. Aswathy P	
Ms. Deepthi J	
Ms. Sherin Alexander	
Ms. Sneha S. S	
Ms. Jomol	
Mr. Vishnu P.B (Staff Advisor)	
<b>STUDENT REPRESENTATIVES</b>	
Anto Sagar M.L	
Sona G.L	

Chairman

HOD

Principal



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**Sample Department Meeting Minutes – 1**

LOURDES MATHA COLLEGE OF SCIENCE & TECHNOLOGY

MINUTES OF DEPARTMENT MEETING

1.2.2023

**Attendees**

1. Soorya S RIHODI
2. Binu Chacko
3. Bincy Louis
4. Soumya V S
5. Reshma B

- Feb 14,15,16 -a hands on session on AR, VR, cyber security Robotics is proposed to be organised by IEDC cell of LMCST
- Max 2 w/s a student can participate preferably S8 and S4
- To set up Robotics lab the robotic hand of our dept will be shifted to IEDC.
- No extra classes has to be arranged on Saturdays for S8
- The students must get the attendance from the institution where they are working. If coming in campus they should be engaged in any labs and they should not loiter here and there.
- Elective list to be filed by the Staffadvisors
- Idea pitching 2.1.2023 , contest funded by IEDC LMCST.S8 students and S8 students can participate.
- From 2023 onwards for contract renewal interview will be there.
- Equinox 2023
- Coding fest to be conducted.
- Chairman election 8.1. 2023
- March 2nd and 3rd week arduino week. Plan some programme.
- Not registered students staffadvisors plz contact
- Minor / PT / ST - S4 S8
- Complete workload by 2.2.2023.
- Work book to be completed.
- 30 lesson plan to be uploaded in cms.
- Timetable to be mapped in CMS.



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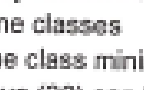
**Sample Department Meeting Minutes – 2**

**LOURDES MATHA COLLEGE OF SCIENCE & TECHNOLOGY**

**MINUTES OF DEPARTMENT MEETING**

20.4.2023

**Attendees**

1. Soorya S R|HOD| 
2. Binu Chacko 
3. Bincy Louis 
4. Soumya V S 
5. Greejith M G 
6. Reshma B 
7. Dr. Reeba Rex S 

1. All faculty can avail vacation during May.
2. No compensation leave will be granted for those who are coming for assigned duties.
3. Can take online
4. Series 2- 11,12. Those who have duty must be available
5. Supplementary exams commences on 15 th
6. 2 to 10 -online classes
7. 15-26 - offline class minimum 3 faculty
8. Vacation leave (20) can be availed.
9. Staff tour 19th - Tourist bus
10. Tech fest- Income Expenditure statement
11. Students internship
12. Goa tour permission to be received from parents. 2 industry to be visited.



  
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## Sample HoD's Meeting Minutes

LOURDES MATHA COLLEGE OF SCIENCE AND TECHNOLOGY

MINUTES OF MEETING OF HEADS OF DEPARTMENTS			
Subject: <b>Academic and Administrative Matters</b>		Meeting Number: <b>HM/03/2023</b>	
Venue: <b>Principal's Office</b>		Date: <b>27.03.2023</b>	Time: <b>09.15 AM</b>
Members Present			
1. <b>Dr. Reshiba Wilson (Principal)</b>		2. <b>Dr. Sunil J (HoD, CE)</b>	
3. <b>Ms. Priya Sekhar (HoD, CSE)</b>		4. <b>Ms. Soorya S R (HoD, ECE)</b>	
5. <b>Dr. Johnson Y (HoD, EEE)</b>		6. <b>Ms. Bindu M V (for HoD, ME)</b>	
7. <b>Ms. Jomol Joseph (IQAC Co-coordinator)</b>			
Sl. No.	Subject and Decision	Action by	Action Date
HM/03//01	All staff members are requested to monitor, instruct and help the students to maintain proper <b>discipline</b> (not wearing ID Cards, proper uniform; late coming to class, etc) inside the campus. The names of defaulters must be recorded in the department violation register and proper action must be taken.	Faculty	27.03.2023
HM/03//02	Discussed about the <b>rescheduling of PT hours</b> to avoid overcrowding in sports grounds.	Staff Advisors & <b>Mr Anu SS (Phy.Ed)</b>	27.03.2023
HM/03//03	<b>Pending attendance entry in CMS</b> to be cleared on or before <b>28.03.2023</b> .	Faculty	28.03.2023
HM/03//04	<b>Admission calls to be done from 30.03.2023 onwards.</b> Following information can be shared with <b>B.Tech aspirants</b> : <ul style="list-style-type: none"> <li>The KEAM Crash course by LMCST will be conducted from 17.04.2023-29.04.2023; Mock test will also be conducted; Coordinator: <b>Dr. Johnson Y. (HOD, EEE)</b></li> </ul>	<b>Dr Johnson Y (KEAM Crash Course Coordinator) &amp; All Staff</b>	30.03.2023



  
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	<ul style="list-style-type: none"><li>Last date for submitting KEAM applications - 10.04.2023;</li><li>KEAM Exam date - 17.05.2023</li></ul>		
HM/03//05	Sports day is proposed to be conducted on 13.04.2023.	Mr Anu S S (Phy.Ed)	13.04.2023
HM/03//06	HoDs are requested to monitor the status of syllabus completion of all batches.	HoDs	27.03.2023
HM/03//07	Discussed about the planning of Industrial visits (S6 B.Tech) and Internship programmes that can be conducted for students during the month of May.	HoDs	27.03.2023

  
Dr. Beshiba Wilson  
Principal



  
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