

Minutes of Online IQAC Meeting held on 21/11/2020

Meeting is conducted through Google meet platform at 2:30 P.M on 21/11/2020.

Meeting link: meet.google.com/www-ccpu-pjx

Members Present:

1. Dr. Dhanya K.M. (IQAC Coordinator), Associate Professor IT
2. Prof. Jayadevan R., Assistant Professor ECE
3. Prof. Sasinas Alias Haritha Z.A., Assistant Professor IT
4. Prof. Muhammedali Shafeeque K., Assistant Professor EEE
5. Prof. Krishnadasan V.B., Assistant Professor ME
6. Prof. Panchami V.U., Assistant Professor CSE

Matters Discussed:

1. Decided to conduct first e-audit for the period **17th Aug to 10th Oct 2020** on or before **29th Nov 2020**.
2. Decided to inform departments to maintain soft copy of the documents (as specified in attached checklist) for the above mentioned period for e-auditing.
3. Decided to inform departments to maintain course file of subjects (like Mathematics) offered by other departments also.
4. Decided to collect minutes of student's grievances and appeal committee meetings to keep in institution file.
5. Decided to recommend departments to conduct PTA meetings for each class before 30th Nov 2020.
6. Decided to recommend departments to collect feedback from students (faculty evaluation) for the first e-audit period.
7. Decided to discuss with Principal regarding the constitution of team comprising of three members from each department as per the KTU Circular No. KTU/ASST6(ACADEMIC)/3536/2020 dated 07/08/2020 for internal e-auditing.
8. Decided to discuss with Principal regarding the representative from Civil Engineering Department in IQAC Team.
9. Decided to inform departments that HOD, Dept. IQAC Coordinator and One Tutor of each class should be available at the time of departmental e-auditing.

The meeting concluded at 3:30 P.M.


Dr. Dhanya K.M.
(IQAC Coordinator)

Checklist for first e-audit of odd semester 2020-2021 Academic Year

HOD File

1. Status of faculty evaluation conducted in this semester after first series exam.
2. Maintenance of tutorial log sheet.
3. Details of remedial/honours classes conduction.
4. Students achievement details.
5. Students placement details.

Group Tutor file

1. Students list.
2. Class time table and faculty list.
3. Academic calendar with days earmarked with working days, holidays, other activities etc.
4. Minutes and action taken reports of class/course committees (2015 and 2019 scheme).
5. Advisory meeting minutes and action taken report (2019 scheme).
6. List of students reported having connectivity issues and measures taken.
7. Details of MOOC courses taken by UG/PG students.
8. Previous semester university result analysis.
9. Consolidated monthly attendance statement.
10. Activity point details (soft copy).
11. Class PTA meeting minutes if conducted through online (optional).

Theory course file (Including minors and honours)

1. Course dairy with student roll list, attendance details, syllabus, timetable, subject plan and subject coverage, number of hours engaged.
2. COs, PSOs, CO-PO & CO-PSO mapping.
3. Monthly attendance statement.
4. Series test question paper with CO mapped (verified by scrutiny committee), Series Test Answer key/scheme, Sample answer scripts, Series test marks.
5. Assignment questions with CO mapped, Assignment marks, Assignment sample answer sheets.
6. The CO attainment based on series tests and assignments.
7. Details of course materials shared to students
8. NPTEL/SWAYAM course materials recommended if any.

Laboratory course file

1. Course dairy with student roll list, attendance details, syllabus, timetable, list of experiments, cycle of experiments, experiment coverage, number of hours engaged.
2. COs, PSOs, CO-PO & CO-PSO mapping.
3. Continuous evaluation details in labs (Specify mode of evaluation also)
4. Sample records

Seminar & Project Preliminary course file

1. Course dairy with student roll list, attendance details, syllabus and number of hours engaged.
2. COs, PSOs, CO-PO & CO-PSO mapping for seminar and project preliminary.
3. Tentative schedule and topics of seminar presentation.
4. Group-wise list and topic details of project preliminary.
5. Evaluation rubrics for seminar and project preliminary.


IQAC Coordinator

Minutes of Online IQAC Meeting held on 14/12/2020

Meeting is conducted through Google meet platform at 2:30 P.M on 14/12/2020.

Meeting link: meet.google.com/lookup/cg3r7ujj3o

Members Present:

1. Dr. Dhanya K.M. (IQAC Coordinator), Associate Professor IT
2. Prof. Jayadevan R., Assistant Professor ECE
3. Prof. Sasinas Alias Haritha Z.A., Assistant Professor IT
4. Prof. Muhammedali Shafeeque K., Assistant Professor EEE
5. Prof. Krishnadasan V.B., Assistant Professor ME
6. Prof. Panchami V.U., Assistant Professor CSE

Matters Discussed:

1. Decided to schedule second audit at the time of contact classes.
2. Decided to collect data from each department to prepare the monthly reports for the period Nov 2019 to Nov 2020 by the respective IQAC member.
3. Discussed about the additional features required in etlab for maintaining documents as per the KTU audit regulations.

The meeting concluded at 3:00 P.M.


Dr. Dhanya K.M.
(IQAC Coordinator)

Minutes of IQAC Meeting held on 04/01/2021

Meeting is conducted at 11:30 A.M. in Faculty Room1(IT207), Dept. of IT.

Members Present:

1. Dr. Dhanya K.M. (IQAC Coordinator), Associate Professor IT
2. Prof. Jayadevan R., Assistant Professor ECE
3. Prof. Sasinas Alias Haritha Z.A., Assistant Professor IT
4. Prof. Muhammedali Shafeeque K., Assistant Professor EEE
5. Prof. Panchami V.U., Assistant Professor CSE

Matters Discussed:

1. Discussed the first e-audit report uploaded in IQAC portal on 29th Dec 2020.
2. Decided to conduct second audit for the period 11th Oct 2020 to 3rd Jan 2021 **on or before 17th Jan 2021.**
3. Decided to inform departments to maintain soft copy of the documents for the above mentioned period for e-auditing.
4. Decided to take actions to complete the uploading of pending monthly reports at the earliest.
5. Decided to share folders in iqac@gecskp.ac.in drive for uploading the documents required for auditing.
6. Decided to inform faculty members to enter the details of their course such as syllabus, subject plan and course outcome in etlab during the commencement week of each semester. HODs should ensure that the faculty members have maintained their records in etlab.
7. Decided to finalize the features to be included in etlab after the completion of second internal audit.

The meeting concluded at 12:30 P.M.


Dr. Dhanya K.M.
(IQAC Coordinator)

Minutes of IQAC Meeting held on 11/01/2021

Meeting is conducted at 2:30 P.M. in Faculty Room1(IT207), Dept. of IT.

Members Present:

1. Dr. Dhanya K.M. (IQAC Coordinator), Associate Professor IT
2. Prof. Jayadevan R., Assistant Professor ECE
3. Prof. Sasinas Alias Haritha Z.A., Assistant Professor IT
4. Prof. Muhammedali Shafeeque K., Assistant Professor EEE
5. Prof. Krishnadasan V.B., Assistant Professor ME
6. Prof. Panchami V.U., Assistant Professor CSE

Matters Discussed:

1. Discussed about the folders to be shared for uploading the documents required for second internal auditing.
2. Prepared the templates and checklists for second internal auditing.
3. Decided to schedule meeting with HoDs and Audit Team members along with IQAC members at 10:30 A.M. on 13th Jan 2021 to discuss about the matters related to internal auditing.









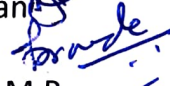








The meeting concluded at 3:30 P.M.


Dr. Dhanya K.M.
(IQAC Coordinator)

Minutes of IQAC Meeting held on 13/01/2021

Meeting is conducted at 10:30 A.M. in ITLab (IT211), Dept. of IT.

Members Present:

1. Dr.Suneesh S.S.
2. Dr.Remesh Babu K.R. 
3. Dr.Vinita Chellappan
4. Prof.Shamla B.
5. Dr.R.Gopakumar 
6. Dr. Dhanya K.M. 
7. Prof. Jayadevan R. 
8. Prof. Sasinas Alias Haritha Z.A. 
9. Prof. Muhammedali Shafeeque K. 
10. Prof. Panchami V.U. 
11. Prof.V.B.Krishnadasan 
12. Dr.Pramode Das K. 
13. Dr.Madhusoodanan M.R.
14. Dr.Balakrishnan K. 
15. Prof.Sangeetha U. 
16. Prof.Safeer Babu T. 
17. Prof.Rani M.R. 
18. Prof.Sajitha M. 
19. Dr.Anitha R. 
20. Prof.Irshad M. 
21. Prof.Liji L.Dominic 

Matters Discussed:

1. Discussed about the folders and documents uploaded for second internal auditing. It is also decided to include separate folder for minors.
2. Discussed the evaluation guidelines and procedures for second internal auditing in accordance with e-audit manual.
3. Decided to submit the hard copy of internal audit reports for the period 17th Aug 2020 to 3rd Jan 2021 **on or before 25th Jan 2021.**
4. Intimated the KTU guidelines for conducting the Department Advisory Committee meeting twice in a semester. The first meeting is to be conducted in the beginning of the semester and the second one immediately after the first series exam.
5. Discussed about the monthly reports and decided to share google sheet among the faculty members for entering the activities. It is also decided to upload the monthly report before 5th of each month.
6. Discussed about the provisions to be included in the etlab.






The meeting concluded at 12:00 P.M.


Dr. Dhanya K.M.
(IQAC Coordinator)

Minutes of IQAC Meeting held on 04/02/2021

Meeting is conducted at 11:00 A.M. in Faculty Room1 (IT207), Dept. of IT.

Members Present:

1. Dr. Dhanya K.M. 
2. Prof. Jayadevan R. 
3. Prof. Sasinas Alias Haritha Z.A. 
4. Prof. Muhammedali Shafeeque K. 
5. Prof. Panchami V.U. 

Matters Discussed:

1. Decided to collect data through google forms to answer the following queries raised by KTU in connection with second e-auditing.
 - (i) Conduction and evaluation of practical classes.
 - (ii) Students' responses about the contact classes.
 - (iii) General feedback about the online classes by First Semester students.
2. Prepared the templates for google forms and uploaded it.

The meeting concluded at 12:30 P.M.


Dr. Dhanya K.M.
(IQAC Coordinator)

Minutes of IQAC Meeting held on 09/03/2021

Meeting is conducted at 02:00 PM. in ITLab (IT211), Dept. of IT.

Members Present:

1. Dr. Dhanya K.M.
2. Prof. Jayadevan R.
3. Prof. Sasinas Alias Haritha Z.A.
4. Prof. Muhammedali Shafeeque K.
5. Prof. V.B.Krishnadasan
6. Prof. Anwar Hussain M.
7. Prof. Ebey S.Raj

Matters Discussed:

1. To take necessary steps so as to include the following provisions in the etlab under various privileges for the easy documentation of KTU audit reports:

a) Class Tutor

- Add Core Courses
- Add Practical Courses
- Add Elective Courses
- Add Minor Courses
- Add Honour Courses
- Choice of Elective Courses
- Choice of Minor Courses
- Choice of Honour Courses
- Final List of Courses
- View Student-Personal Details

b) Faculty

- Choice of Elective Courses
- Choice of Minor Courses
- Choice of Honour Courses
- Final List of Courses

c) Student

- Choice of Elective Courses
- Choice of Minor Courses
- Choice of Honour Courses

The meeting concluded at 3:30 P.M.


Dr. Dhanya K.M.
(IQAC Coordinator)