

**ACADEMIC YEAR**

**2020-21**

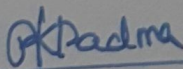
## IES COLLEGE OF ENGINEERING

### Minutes of the meeting with IQAC committee on 3/9/20 at 11 am through google meet.

The meeting started at 11 am

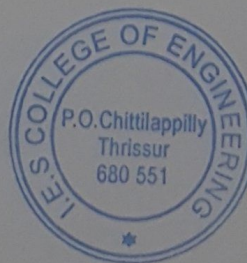
1. Prof Padmapriya coordinator IQAC welcomed the members of IQAC
2. Dr. Thamban Director IQAC reviewed the previous minutes of meeting and ATR
3. Principal discussed about the new normal mode of learning . The following points were into discussion
  1. Net issues from students side and faculty side
  2. Online exams to be conducted by sending question paper through google meet and students should switch on the video.
  3. Difficulty in monitoring the attendance of the students and suggested to ask questions in between the classes by calling their names.
4. Virtual lab sessions to be given to students. The lab instructors to be prepared to teach the practicals through virtual mode.
5. Online bridge courses to be conducted for the new comers. HOD/S&H was asked to prepare timetable
6. All department students are asked to take up value added courses in NPTEL platform and Coursera platform .
7. Capivating learners programme has been arranged for faculty members to make them comfortable in teaching learning process and prepare them to handle students in online mode
8. Online seminars, webinars, workshops, conferences ,techfest and any other department level activities to be organized by the department . As it is online mode college level programmes are suspended.
9. Two online PTA meetings to be conducted by the department.
10. It is suggested to conduct ktu online internal audit. All departments are requested to prepare the softcopy of the file.

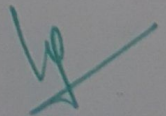
Meeting ended with vote of thanks by Dr.Kiruthiga HoD/CSE at 4.30 pm.



IQAC Coordinator

Copy to  
Principal for information  
All members



  
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### Action Taken Report based on the meeting held on 3/9/20

1. Notes and video recordings can be given to students through wats app group and the same can be uploaded in ERP.
2. Online exams conducted successfully .
3. Students presence were monitored by asking questions , discussions in between classes .
4. Virtual lab sessions were given to students. The lab instructors were prepared to teach the practicals through virtual mode.
5. Online bridge courses conducted for the new comers. HOD/S&H prepared the timetable.
6. All department students enrolled in value added courses in NPTEL platform and Coursera platform .
7. Capitivating learners programme for faculty members was conducted to make them comfortable in teaching learning process and prepare them to handle students in online mode.
8. Online seminars, webinars, workshops, conferences ,techfest and any other department level activities organized by the department .
9. Two online PTA meetings per semester conducted by the department.
10. KTU online internal audit was conducted . All departments prepared the softcopy of the file.

AK Padma

IQAC Coordinator

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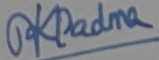


## IES COLLEGE OF ENGINEERING

### Minutes of the meeting with IQAC committee on 1/1/21 at 11 am in Principal's Chamber.

The meeting started at 11 am

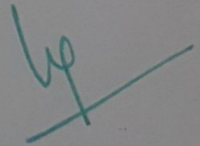
1. Prof Padmapriya coordinator IQAC welcomed the members of IQAC
2. Dr. Thamban Director IQAC reviewed the previous minutes of meeting and ATR
3. It has been decided to felicitate the People Choice award winners of ECE department .It has been decided to take it as a grand function.
4. The college is going to reopen for students contact classes . All the students ,faculty and staff members strictly to adhere the covid protocol directives given by Higher Education department and Government . Administrative officer to do the arrangements for the same.
5. The timetable for contact classes to be prepared adhering to the covid protocol.
6. Maintenance work for labs to be identified by the maintenance team and the necessary action to be taken up.
7. Pending probation declaration due to pandemic will be done based on the performance appraisal and interview.
8. Curriculum gap to be identified by the hods and it should be intimated to Dean Academics of KTU
9. NBA SAR submission to be completed by March month .
10. Dr. Kiruthiga HoD/CSE is deputed to study the scheme of MSME- HI/BI and to submit a report on the same
11. The IQAC Director insisted atleast two MoUs per department to be done to equip skills to our students.



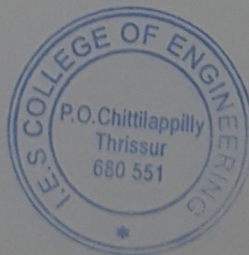
IQAC Coordinator

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## IES COLLEGE OF ENGINEERING

### Action Taken Report based on the meeting held on 1/1/21

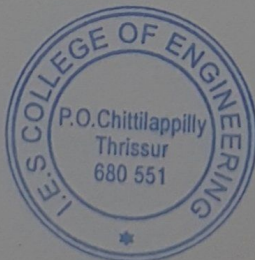
1. Felicitated the People Choice award winners of ECE department by Hon. MP Ms. Remya Haridas.
2. All the students ,faculty and staff members were given a circular to adhere the covid protocol directives given by Higher Education department and Government .  
Administrative officer has done the arrangements for the reopening of college .
3. The timetable for contact classes prepared adhering to the covid protocol.
4. Maintenance work for labs identified by the maintenance team and the necessary action were taken up in order to give practical sessions for students.
5. Pending probation declaration due to pandemic was declared based on the performance appraisal and interview.
6. Curriculam gap was identified by the hods and intimated to Dean Academics of KTU
7. NBA SAR submission was completed by March month .
8. Dr. Kiruthiga HoD/CSE submitted the report on scheme of MSME- HI/BI.
9. The departments started signing MoUs.

*AK Padma*

IQAC Coordinator

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All Members



*[Signature]*  
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