

Meeting dated on 03-08-2023, 3 PM

M.C. Mayin Haji	ABSENT	
Prof. K K Abid Hussain	Thangal	MS
Abdul Hameed Manteer		
Dr. G. Ramesh		
Haji C.K. Zubair		
Prof. Hameesh Babu K J		
Dr. K. Najeed		
Dr. Heera Nalini A.V.		HOD CE
Dr. S Le Hir. V. K		
Bayan. B S		
Shamsudheen. VP		
Jouhar. C		
Dr. J. Hussain		
Hanooja T		
Dr. Muhamad		
Dr. Renjith V. Ravi		
Dr. Sadiquah A.		
Muhammed Shameem		
Dr. Febira Beeli P		




MEA ENGINEERING COLLEGE PERINTHALMANNA

MINUTES OF IQAC MEETING held on **03.08.2023**, 3 pm, Venue:- IQAC Hall

The meeting was chaired by Director (IQAC), Prof. Haneesh Babu K T

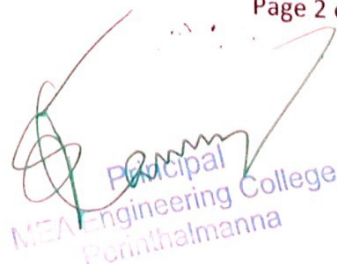
Members present (As per attendance recorded in the Minutes Book)

Item No.	Agenda /Decision	Remarks
1	Address by the Principal: The Principal briefed the members about the present status of IQAC and its activities.	
2	Review of previous meeting minutes: The Committee reviewed the minutes of previous meeting.	
3	Internal Audit Ranking: Recommends for awarding ranking based on the documents produced during Internal Audit conducted by IQAC.	
4	Academic Schedule It entrusted the Dean (Academic) for preparing the academic calendar as per directions and calendar published by university for the upcoming even semester (2023-24- odd semester).	
5	New ERP migration Discussed new ERP migration process and recommended to continue with new ERP from the upcoming odd semester onwards (2023-24).	
6	Publication of journals, papers etc.: The IQAC recommends to improve the publication for journals, papers etc. by faculty members. It is recommended to give remuneration for the articles published in Scopus also.	
7	University result improvement: IQAC has observed that if the faculty advisors act as Mentor it will be a motivation for the students and this will improve the University results to a certain extent. The <del>even</del> semester (2022-23) attendance and internal marks were discussed and found improved.	
8	Programs of professional bodies: It is decided that NSS, IEDC, IEEE, UNAI, NPTEL and other Department Professional Bodies should increase the number of programs of high quality.	

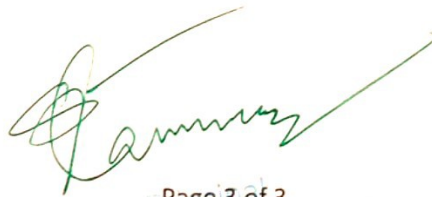
  
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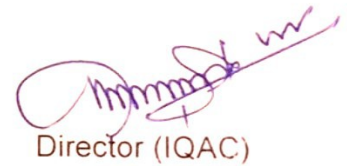
9	Library usage by Students IQAC observed that the usage of Library facility by students has drastically reduced. Discussed and recommended for improvement.
10	NAAC reaccreditation Since the NAAC accreditation is going to expire on 07-02-2024, it is decided to do the necessary works for reaccrediting the institution and hence recommended to start the work at least from 01 <sup>st</sup> of June 2023 onwards in the last meeting. Dr J. Hussain (Chief Coordinator – A & A) will recap of the key points from the Revised AQAR for 2020-21 and will present AQAR for 2022-23 for final submission (on 07.08.2023).It is insisted to apply for reaccreditation for NAAC by the end of this month.
11	Professional Development training for all or selected newly joined faculties IQAC coordinator discussed about the importance of training needs of faculty members, in which the topics may include the latest developments in engineering disciplines, emerging technologies, research methodologies, etc where necessary programmes / FDPs to be conducted by the respective Departments. The coordinator highlighted certain points to provide faculty members with Pedagogical Training, introducing faculties to relevant software tools and technology that can enhance their teaching and research capabilities.
12	Development of one best practice – every year The Chairman emphasized on adapting a best practice every year to ensure quality education, student satisfaction, and overall institutional development. Some of the best practices for the Institution to be considered may focus on following areas (not limited to): Academic Excellence, Quality Faculty Recruitment, Student-Centric Approach, Modern Infrastructure, Industry Partnerships, Promoting work culture for Research and Innovation, Timely & Continuous Assessment and Feedback, Training Programmes to enhance teaching skills, research capabilities, and leadership qualities for faculty members, Student Support Services, Entrepreneurship Development, Social Outreach of students by sustainable development projects to instil a sense of social responsibility, Anti-Ragging and Anti-Discrimination policies, Green Initiatives, Fostering strong alumni relationships, Accreditation and Quality Assurance, Effective Governance and Leadership, Encourage interactive and participative learning methodologies, Practicing prudent financial management to ensure financial stability and sustainability in the long run.

  
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13	<p>Programs for commemorative days in India 2023-2024</p> <p>The Chairman discussed about the programs that could be tailored and adapted based on the specific theme and objectives of each commemorative day. Additionally, involving local communities and stakeholders can make these events more impactful and meaningful.</p>	
14	<p>Budget and Resource Allocation:-</p> <p>It is recommended to give the departmental budget for the upcoming year by this month itself so that the institution can allocate the fund after discussing in Management governing body.</p>	
15	<p>Attainment Fixation</p> <p>It is entrusted Dr J. Hussain (Chief Coordinator – A &amp; A) for the fixation of attainment in line with NBA and KTU audit manual. It is decided to give a training program for attainment gap analysis.</p>	
16	<p>Conduction of revision class during the afternoon section of Series Test.</p> <p>It is asked to discuss the matter in Exam coordinator meeting, Academic council and finally to be approved in college council.</p>	



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Director (IQAC)

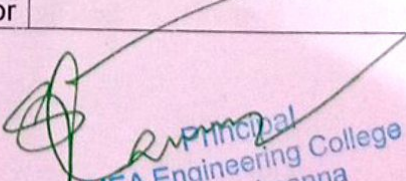




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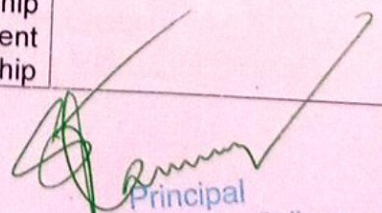
### Action Taken Report - IQAC MEETING held on 03.08.2023

Item No.	Decision	Action taken
3	Internal Audit Ranking: Recommends for awarding ranking based on the documents produced during Internal Audit conducted by IQAC.	The same has been considered, and after there were differences of opinion among HoDs, it will be put into practice once it has been streamlined.
4	Academic Schedule It entrusted the Dean (Academic) for preparing the academic calendar as per directions and calendar published by university for the upcoming odd semester (2023-24).	Dean (Academic) prepared the academic calendar as per directions and calendar published by university for the odd semester (2023-24).
5	New ERP migration Discussed new ERP migration process and recommended to continue with new ERP from the upcoming odd semester onwards (2023-24).	All Staffs are using the new erp from current semester onwards. (2023 - 24 - Odd Semester)
6	Publication of journals, papers etc.: The IQAC recommends to improve the publication for journals, papers etc. by faculty members. It is recommended to give remuneration for the articles published in Scopus also.	Improvements were discussed, and it was decided to submit a proposal to the governing body for individuals who publish articles in Scopus to receive a cash prize of rupees 3000, and SCI to receive an award of rupees 5000.
7	University result improvement: IQAC has observed that if the faculty advisors act as Mentor it will be a motivation for the students and this will improve the University results to a certain extent. The even semester (2022-23) attendance and internal marks were discussed and found improved.	The matter was seriously discussed in college council and asked the HoDs to instruct the faculty advisers.
8	Programs of professional bodies: It is decided that NSS, IEDC, IEEE, UNAI, NPTEL and other Department Professional Bodies should increase the number of programs of high quality.	Asked to report the program chart in line with the college calendar.
9	Library usage by Students IQAC observed that the usage of Library facility by students has drastically reduced. Discussed and recommended for	It is advised to the students to browse the article in the Library to the maximum extend.

  
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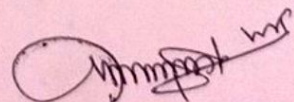
	improvement.	
10	<p>NAAC reaccreditation</p> <p>Since the NAAC accreditation is going to expire on 07-02-2024, it is decided to do the necessary works for reaccrediting the institution and hence recommended to start the work at least from 01<sup>st</sup> of June 2023 onwards in the last meeting. Dr J. Hussain (Chief Coordinator – A &amp; A) will recap of the key points from the Revised AQAR for 2020-21 and will present AQAR for 2022-23 for final submission (on 07.08.2023).It is insisted to apply for reaccreditation for NAAC by the end of this month.</p>	Submitted the AQAR. SSR pupation going on in NAAC portal.
11	<p>Professional Development training for all or selected newly joined faculties</p> <p>IQAC coordinator discussed about the importance of training needs of faculty members, in which the topics may include the latest developments in engineering disciplines, emerging technologies, research methodologies, etc where necessary programmes / FDPs to be conducted by the respective Departments. The coordinator highlighted certain points to provide faculty members with Pedagogical Training, introducing faculties to relevant software tools and technology that can enhance their teaching and research capabilities.</p>	Representation has given to governing body for giving training to faculty members.
12	<p>Development of one best practice – every year</p> <p>The Chairman emphasized on adapting a best practice every year to ensure quality education, student satisfaction, and overall institutional development. Some of the best practices for the Institution to be considered may focus on following areas (not limited to):</p> <p>Academic Excellence, Quality Faculty Recruitment, Student-Centric Approach, Modern Infrastructure, Industry Partnerships, Promoting work culture for Research and Innovation, Timely &amp; Continuous Assessment and Feedback, Training Programmes to enhance teaching skills, research capabilities, and leadership qualities for faculty members, Student Support Services, Entrepreneurship</p>	<p>Programs for placement and training have been carried out by Rubricon business Ltd..</p> <p>A seminar to raise awareness on anti-ragging was led by Circle Inspector of Police Melatoor on 27<sup>th</sup> September 23.</p> <p>Under the department association, departmental technical activities have been carried out.</p> <p>A poll on student satisfaction must be carried out, with a predetermined cutoff point of 65%. Additional action is required if the parameter is less than 65%.</p>

  
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	Development, Social Outreach of students by sustainable development projects to instill a sense of social responsibility, Anti-Ragging and Anti-Discrimination policies, Green Initiatives, Fostering strong alumni relationships, Accreditation and Quality Assurance, Effective Governance and Leadership, Encourage interactive and participative learning methodologies, Practicing prudent financial management to ensure financial stability and sustainability in the long run.	
13	Programs for commemorative days in India 2023-2024 The Chairman discussed about the programs that could be tailored and adapted based on the specific theme and objectives of each commemorative day. Additionally, involving local communities and stakeholders can make these events more impactful and meaningful.	Engineers day was conducted by Civil Engineering Department
14	Budget and Resource Allocation:- It is recommended to give the departmental budget for the upcoming year by this month itself so that the institution can allocate the fund after discussing in Management governing body.	All the departments has given the proposed budget for the academic year 2023-24.
15	Attainment Fixation It is entrusted Dr. J. Hussain (Chief Coordinator - A & A) for the fixation of attainment in line with NBA and KTU audit manual. It is decided to give a training program for attainment gap analysis.	The same rule will be followed to calculate the attainment (Both Internal and External) i.e. Attainment Level 1: 60% students scoring more than 60% marks out of the relevant maximum marks. Attainment Level 2: 70% students scoring more than 60% marks out of the relevant maximum marks. Attainment Level 3: 80% students scoring more than 60% marks out of the relevant maximum marks
16	Conduction of revision class during the afternoon section of Series Test. It is asked to discuss the matter in Exam coordinator meeting, Academic council and finally to be approved in college council.	Discussed in college council meeting and recommended to follow the practice following currently.

  
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 Director (IQAC)