

## IQAC Meeting 10

24/08/2017

| Sl.No. | Subject                                  | Minutes   |
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| 1      | Welcome                                  | At the outset, IQAC co ordinator welcome the chairperson and all the members for the IQAC meeting.  |
| 2      | Approval of the Previous meeting minutes | The IQAC coordinator presented the previous meeting minutes and the action taken report of the previous minutes of meeting was also discussed.  |
| 3      | 3 <sup>rd</sup> Batch DPD Training       | The chairperson of the IQAC informed in the meeting that the DPD Training for 50 staff members in the third batch is already started.   |
| 4      | Received the NAAC Visit Dates            | The IQAC chairman informed the meeting that we received the dates of NAAC Peer Team visit to the College which is from September 14/09/2017 to 16/09/2017. He also informed the IQAC members that to speed up the works and complete all the remaining works by the next week and should not be any types of lapses during the visit.   |
| 5      | Formation of various committees          | <p>The IQAC Co ordinator informed the chairperson and IQAC Members that to give the suggestions for the various committees which is required for making the necessary preparations for the NAAC Peer Team visit. The chairperson informed the IQAC members to discuss and finalize the committees and their roles and responsibility. Based on the several discussions the following committees were finalized to look forward the preparations required for NAAC Peer team visit.</p> <p>Reception and Hospitality committee<br/>Presentation Committee<br/>Publicity committee<br/>Food committee<br/>Cultural committee for cultural function<br/>Student, Alumni and parent representatives for interaction<br/>Visit to facilities like hostels, Sports, gym, language lab, Auditorium etc.</p> <p><b>Refer Annexure 7 for the information about committee's work.</b></p> |
| 6      | NAAC peer team visit schedule            | <p>The IQAC chairperson informed the meeting that as we know NAAC peer team visit the college scheduled on 14<sup>th</sup> to 16<sup>th</sup> September 2017.</p> <p>In this regard, he informed the IQAC coordinator to prepare the detailed schedule for the NAAC Peer team visit and take the approval. The IQAC coordinator informed it will be prepared and take the approval from the Chairperson soon.</p>   |

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| 7 | Mock Visit Observations | <p>The IQAC Coordinator informed the chairperson regarding the mock visits observations of the departments and committees presentations happened last week. The chairperson ask the feedback about the mock visits from the IQAC members. The members of the IQAC will share the feedback of the department visits and committee’s presentations are summarized.</p> <p><b>ECE Dept:</b></p> <ul style="list-style-type: none"> <li>i) Reduce the number of slides in the presentation</li> <li>ii) Stress more on curricular and Teaching learning methods</li> <li>iii) Innovative practices</li> <li>iv) Students demographics</li> <li>v) Dept. News letters</li> </ul> <p><b>MBA Dept.</b></p> <ul style="list-style-type: none"> <li>i) Presentation time is more</li> <li>ii) To avoid explanations in detail</li> <li>iii) Avoid comparisons</li> </ul> <p><b>CSE Dept.</b></p> <p>Uniformity in figures has to maintain throughout the Presentation<br/> Avoid the repetitions of slides, alignments and spell checks<br/> Stress more on student achievements</p> <p><b>CIVIL Dept.</b></p> <ul style="list-style-type: none"> <li>i) Uniformity in figures has to maintain throughout the Presentation</li> <li>ii) Talk more on curriculum enrichment</li> <li>iii) Add credits to the IQAC for their suggestions.</li> <li>iv) Fees concession, scholarships are highlight</li> </ul> <p><b>ISE Dept.</b></p> <ul style="list-style-type: none"> <li>i) Correct the logos</li> <li>ii) Correct the grammatical mistakes in the presentations</li> <li>iii) Link the other committees in the presentation</li> </ul> <p><b>MECH Dept.</b></p> <ul style="list-style-type: none"> <li>i) Add the numbers to slides</li> <li>ii) Link the role of IQAC in the presentation</li> <li>iii) Add the distinguished alumnus and Rank holders in the presentation</li> </ul> |
| 8 | Vote of thanks          | The IQAC Coordinator proposed vote of thanks.  |