

IQAC Meeting 5

21/6/2017

Sl. No.	Agenda	Minutes
1	Welcome	Principal and IQAC chairman welcomed all the IQAC Members, HOD.
2	Recap of the previous meetings	IQAC coordinator presented a brief on the previous meeting minutes and the action taken report.
3	Preparations review	<p>IQAC chairman discussed with all the dept. HODs regarding the status of the preparation works.</p> <p>HODs appraised with the completed works and the pending preparations and expressed the tight schedules because of the priority works during the end of the semester.</p> <p>Constituted team looking after the reorganized committee preparations also appraised the work status.</p> <p>IQAC chairman emphasized on the need of speeding up the preparation works mentioning the completion of the priority works. The seven committees will be giving the committee presentations in the next meeting and name of the committees and presentation dates will be communicated later.</p>
4	Academic Auditing of Departments and Academic Performance Index for Staffs	<p>IQAC chairman discussed the usual practice of auditing the departments for the evaluation of the effectiveness of the activities and the Quality audit team is advised to come up with schedule for auditing and complete the audit process before 10/07/2017.</p> <p>IQAC chairperson also informed the Academic Audit committee co ordinator that minimum of 65% score for the Departments during the audit is compulsory and set the short-term target as 75% for the department evaluation.</p> <p>Also, API of the faculty needs to be completed at the earliest and the decision is taken to initiate and complete the process before 30th July' 17.</p> <p>(i) evaluation of teachers by students, Evaluation of teachers by students is doing systematically through college website through campus login. Students will give an Online feedback twice in a semester before the commencement of 1st test and 3rd Test. The student will evaluate the staffs by ten parameters.</p> <p>(ii) evaluation of teachers by API, Evaluation of teachers is judged not only by the students feedback. It is also necessary to know how the teacher is involved himself in Teaching-learning, Evaluation, Research and consultancy and many others.</p> <p>Annexure 3 for the detailed Procedure for API</p> <p>Chairperson also told that the API of the faculty needs to be completed at the earliest and the decision is taken to initiate and complete the process before 30th July' 17.</p> <p>(iii) evaluation of department. IQAC chairman Informed the Quality audit team is advised to come up with schedule for auditing and complete the audit process before 10/07/2017.</p> <p>Annexure 4 for the detailed Procedure for Department Audit.</p>
5	Vote of thanks	The IQAC Chairman proposed vote of thanks and concluded the meeting.