

Meeting No: 1

1

Time: 2.00 - 3.30.

Date: 4/10/19

Venue: Conference Hall

Agenda:

1. Introduction of Members
2. Planning of activities of cell for current semester
3. Any other relevant topic

Members Present:

Dr. George. C.T. Geo

Bhramadati KB M.Tech. F.I.E.T.E., ITS (BHD)

K.H. Parameswaran KH

Sushma. M Sushma

Jayasree N Vellala JN

Janardanan. S.K. Janardanan

Vinay Krishna. U (A2PO) Vinay

Rajesesh. R R

Sankarandaraman K.M. Sankarandaraman

Breeja P. Breeja

Husain.M.V. Husain

SANGEETHA. K. Sangeetha

Discussion Points:

- Dr. George. C.T., chairperson, welcomed the gathering & introduced the members.
- Prof. Sushma.M, coordinator, briefed the following points:

\* As per KTU regulation 2019, the internal auditing cell is renamed as Internal Quality Assurance Cell (IQAC) with additional members from management, professional bodies, industries and alumni.

\* The main aim of the IQAC is to ensure quality in education through academic accountability.

- and to devise methodology to confirm maximum output from faculty members as well as students.
- \* It has to ensure that the colleges are following OBE in its true sense.
  - \* The IQAC should function as a body assisting the external auditor. The IQAC should meet at least once in every quarter.
  - \* As per KTU regulations, an internal audit by college team and an external audit by a personnel appointed by KTU is already in place.
  - \* ~~As per KTU regulations, an internal audit by college team and an external audit by a personnel appointed by KTU is already in place.~~ Amul:
  - \* As a first step, the formation of the new IQAC cell has to be intimated to all stakeholders.
  - \* Also the committee may organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
  - \* The documentation procedure of various activities taking place in the college has to be improved.

### Resolutions Taken :

1. Formation of the cell to be intimated to staff, students & parents.
2. Constituent members of the cell to be updated in website.
3. Conduct of seminars/workshops on quality related themes - especially to faculty and students on NAAC accreditation.
4. Documentation of various activities in registers in proper format, compulsorily to be done with immediate effect.

Meeting came to an end at 3.30 PM

Amul: 14/10/19

## Meeting No. 2

Date: 5/12/2019

Time: 2.00 PM

Venue: Conference Room

- Agenda:
1. Discussion of previous meeting & ATR
  2. Finalization of forms for internal auditing & feedback
  3. Recently published university results.
  4. Recommendation of QAB & PAC to be discussed.
  5. Any other matter.

Members Present: A. George - C.T.

Viney Venishnan. U

Sankaranarayanan KM

Sushama. M

Jyotsree N Vettath

Sreeja P.

Rejaneesh. R

SANGEETHA. K

**SREEPATHY INSTITUTE OF MANAGEMENT AND TECHNOLOGY (SIMAT)**  
Vavanoor, Palakkad – 679533

Minutes of IQAC Meeting - 2

Date and Time: 06/12/2019, 02.00 pm

Venue: Conference Room

**Members Present:**

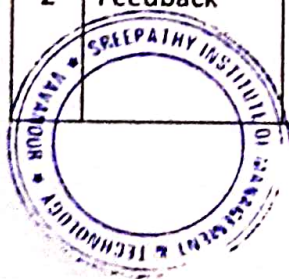
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|---|---|
| 1. Dr. George .C .T Principal               | 5. Mr. Shankaranarayanan KM, Member, CE Dep |
| 2. Prof. Sushma.M –IQAC Coordinator         | 6. Ms. Sreeja P , Member, ECE Dept          |
| 3. Ms. Jayasree N Vettath, Member, CSE Dept | 7. Mr. Rejaneesh R, Member, EEE Dept        |
| 4. Mr. Vinay Krishnan .U, Member, ME Dept   | 8. Ms. Sangeetha K, Alumni Member           |

**Agenda:**

1. Discussion of previous meeting minutes and ATR
2. Finalization of forms for internal auditing & feedback
3. Recently published university results.
4. Recommendation of DAB and PAC to be discussed.
5. Any other matter.

**Discussion Points:**

SI no.	Points Discussed	Decisions taken	Responsibility
		<ul style="list-style-type: none"> <li>• Prof. Sushma M welcomed all to the meeting and reviewed the minutes of previous meeting.</li> <li>• Action Taken Report of the previous meeting:                             <ul style="list-style-type: none"> <li>○ The cell has initiated and the constituent members of the cell have been updated in the college website.</li> <li>○ The internal audit teams have been formed and the auditing by KTU was done. The report on auditor remarks has been compiled and presented to Principal. Several decisions based on this report were taken in the council meeting like preparation of common formats and change in series test question paper format. Steps have been initiated to display prominently the statutory body committee member details.</li> </ul> </li> </ul>	
1	Internal Audit	<ul style="list-style-type: none"> <li>• As per KTU, two internal audits have also to be carried out under the supervision of IQAC of the college per semester. The auditor by KTU has gone through the files and suggested modifications.</li> <li>• The common forms required for conduct of the Internal audit was finalized and heads of the various departments were directed to conduct the audit and submit to the IQAC coordinator as per KTU schedule.</li> </ul>	IQAC Coordinator / Department HoD's
2	Feedback	<ul style="list-style-type: none"> <li>• As per University norms Feedback needs to be collected from all stakeholders.</li> <li>• It is decided that feedback that is collected form Students, Staff, Parents, Employers and Alumni has to be analyzed by the respective departments and a collective feedback analysis and action taken report has to be submitted to IQAC.</li> </ul>	IQAC Coordinator / Department HoD's



		<ul style="list-style-type: none"> <li>The feedback forms for the various stakeholders was reviewed and revised.</li> </ul>	
3	University Results	<ul style="list-style-type: none"> <li>A discussion on the analysis of the University results published was done and it was suggested that corrective measures be taken for betterment of the results.</li> <li>Remedial classes and mentoring/counseling by the tutors has to be strengthened.</li> </ul>	Department HoD's/ All Faculty
4	Recommendation of DAB & PAC	<ul style="list-style-type: none"> <li>Under the guidance of IQAC each department had formed a DAB and PAC for the smooth functioning of the academic works and to ensure teaching and learning quality.</li> <li>It was recommended that based on the analysis of the previous semester university examination results and the performance of students in the current semester, the PAC has to prepare a list of slow learners and actions taken to improve their performance. This will be reviewed by the DAB and approved for implementation after discussion with the IQAC coordinator. A report on the same has to be submitted by the departments to the IQAC cell from the next semester onwards. .</li> </ul>	IQAC Coordinator /DAB & PAC Members
5	NAAC Related Activities	<ul style="list-style-type: none"> <li>The IQAC will provide all support for documentation and up keeping of files towards NAAC requirements</li> </ul>	IQAC members

The meeting came to an end at 03.30 pm

Copy to: -

- Secretary (Mgmt)
- All Staff



IQAC Coordinator

*[Signature]*  
8/12/2019

Sreepathy Institute of Management and Technology, Vavanoor

Report on Remarks by Auditor

Prof. Prakash D, external auditor , appointed by KTU visited SIMAT for external auditing on 08/11/2019. Some of the suggestions/remarks put forward by the KTU Auditor after the external auditing is listed below.

The KTU revised 2019 auditing system is a preview to the establishment of State Accreditation Board and following the norms. So the deficiencies pointed out have to be considered seriously.

1. Number of PhD holders appointed in the college is very low.
2. Number of staff required as per sanctioned intake of 1302 students is 65. At present there are only 55 regular full time staff present, this deficiency has to be remedied.
3. Number of Online Journals to be increased, at present no e-journals are subscribed.
4. Statutory bodies such as Grievance Cell, Disciplinary Cell, Students welfare Committee, Internal Complaints commission and Anti- Ragging Committee have to be made aware to students so that students go through proper procedure/ authorities if they have any complaints. The various committees, members and their phone numbers have to be prominently displayed in the college.
5. The documentation procedure of class committees, course committees, faculty advisory meeting, project review meetings, faculty review meetings and various bodies have to be improved. ATR must compulsorily be present. Orders for meetings/committees have to be formulated and attached.
6. Maintain a single book for Remedial class register instead of keeping the documents in individual course file.
7. Change the feedback questions of students to AICTE questionnaire format.
8. Merit rate/encourage the faculty using various tools.
9. Give the Outcome based question paper which includes CO and BL to the students.
10. Maintain the university results above 40%

Submitted to Principal,

*[Signature]*

Bushara . H

IQAC Coordinator

