

LBS INSTITUTE OF TECHNOLOGY FOR WOMEN, POOJAPPURA

MINUTES OF IQAC MEETING

Date: 21.09.2023

Minutes of the meeting held on 21.09.2023 Thursday @4.15 PM at Conference Room

MEMBERS PRESENT

1. Dr. Jayamohan J., Principal, LBSITW (Chairman)
2. Prof. Kanjana G., Assistant Professor, ECE Dept. (Convenor)
3. Dr. Anilkumar E.N., Assistant Professor, ME Dept.
4. Prof. Sruthi M., Assistant Professor, CE Dept.
5. Dr. Smitha Vas P., Assistant Professor, CSE Dept.
6. Dr. Reena M. Roy, Assistant Professor, ECE Dept.
7. Dr. Lekshmy P.L., Assistant Professor, CSE Dept.
8. Prof. Gisha G.S., Assistant Professor, CSE Dept.
9. Prof. Lekshmi S., Assistant Professor, Mathematics.

AGENDA

1. Planning of activities at the beginning of the semester
2. Any other matter permitted by the Chair

The meeting started at 4.15 pm with a brief welcome speech and detailing the agenda by the coordinator.

Decisions Taken

1. The committees should do the following at the beginning of the semester:

Module Committee: Finalization of Course plan, CO Targets, CO-PO justification

PAC: Approving CO Targets, Planning of Department activities of the semester

DQAC: Discuss and approve the decisions of PAC

DAB: Discuss and approve the decisions of DQAC

2. It was decided to conduct the meetings of module committee, PAC, DQAC and DAB for the approval of the department activities before 29/09/2023.
3. It was decided to complete the attainment of the courses handled by the faculty in the previous semester before 29/09/2023.
4. It was decided to provide Content beyond syllabus for each course/ subject and it is to be mapped with POs and PSOs.
5. It was decided to formulate the module committee for common subjects like Engineering Mathematics, Engineering Chemistry, Life Skill, Design & Engineering etc. with the faculties handling the respective subject.
6. All the B.Tech and M.Tech project batches should be strictly instructed to publish their work in SCI/Scopus indexed journal/conference from this semester onwards. They should also apply for funding from KTU, KSCSTE etc. This was decided in the meeting.
7. It was decided to follow rubrics for laboratory evaluation from this semester onwards.

The meeting came to an end at 5.15 pm with concluding remarks and vote of thanks by the Coordinator.