

LBS INSTITUTE OF TECHNOLOGY FOR WOMEN, POOJAPPURA

MINUTES OF IQAC MEETING

Date: 25.01.2024

Minutes of the meeting held in the Conference Room on 25.01.2024 Thursday at 2 PM

MEMBERS PRESENT

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

AGENDA

1. Discussion of the matters regarding the internal audit
2. Planning of academic activities at the beginning of the semester
3. Any other matter permitted by the Chair

The meeting started at 2 PM with a brief welcome speech and detailing the agenda by the coordinator.

Decisions Taken

1. The Head of the Departments are responsible for monitoring the audit progress within their departments and ensuring clear communication with faculty members who have not yet submitted or completed their documentation. These faculty members should be granted a two-week deadline for completion. Any failure to adhere to this deadline should be reported to the Principal for appropriate action to be taken.

2. The following actions should be taken by the committees at the start 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
3. The meetings of module committee, PAC, DQAC and DAB should be conducted before 23/02/2024.
4. The academic software as well as course diary entries should be done by the faculty members in the current semester.
5. It was decided to maintain the PO attainment target of 2.1 (70%) for 2019-2023 batch.
6. It was decided to conduct the internal evaluation test for the B.Tech programme as per order U.O.No. 48/2024/KTU. The first internal evaluation test covers the first two modules of the syllabus, while the second test covers the third and fourth modules. Additionally, there will be an assignment/quiz/open book test focusing on the fifth module. Each internal evaluation test has a duration of 1 hour and 30 minutes.
7. It was decided to include the Head of the Departments as special invitees in the future IQAC meetings.

The meeting came to an end at 3 PM with concluding remarks and vote of thanks by the Coordinator.