

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

Date: 05-09-2021

All the members of the cell are hereby requested to attend a meeting in the Multi-purpose hall on 14th September 2021 at 10:00 AM.

Agenda for the meeting:

1. Introduction to IQAC and NAAC.
2. Importance and Scope of NAAC.
3. Composition of IQAC.
4. Proposal of IQAC coordinator.
5. Any other matter.

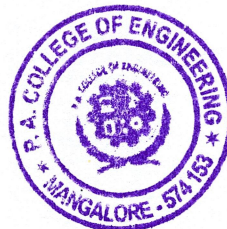


PRINCIPAL

**P. A. COLLEGE OF ENGINEERING
MANGALORE - 574 153**

Copy to:

1. ED, AGM
2. HODs to circulate among all faculty members
3. All IQAC Committee members
4. File




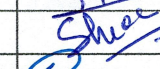


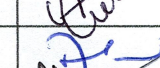
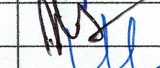
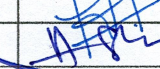
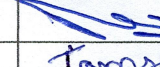
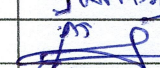
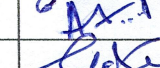
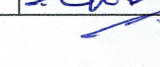



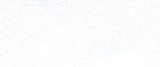



FIRST IQAC Minutes of Meeting Held on 14th September 2021

The first IQAC meeting was held on 14th September 2021 at 10:00 AM in the Multi-purpose hall. The following agenda were discussed.

1. Introduction to IQAC and NAAC
2. Importance and Scope of NAAC
3. Composition of IQAC
4. *Proposal of IQAC coordinator*
5. Action Plan
6. Any other matter

The following members were present:

Sl. No.	NAME AND DESIGNATION	SIGNATURE
1.	Dr. Ramis M K, Principal and Chairman-IQAC	
2.	Mr. Sharfuddeen P K, AGM, P.A.E.T	
3.	Dr. M. Abdul Rahiman, Former Vice Chancellor, Kannur and Calicut Universities.	
4.	Dr. Prashanth Pai M, HoD-ME, IQAC Coordinator	
5.	Dr. Sharmila Kumari M, Vice principal and HoD- CSE	
6.	Dr. Palakshappa K, HoD-CV	
7.	Dr. Krishna Prasad N, HoD-BT	
8.	Dr. Sayyad Ameen Ahammad, Director-MBA	
9.	Prof. Mohammed Hussain K, HoD- ECE	
10.	Prof. John Valder, HoD- EEE	
11.	Prof. Abdul Majeed, HoD-First Year	
12.	Mr. Mohammed Faizal, Head-CPOD	
13.	Mr. Balakrishna, Librarian	
14.	Mr. Abdul Khader, Office Superintendent	
15.	Mr. Mohammed Jamshid Jaleeluddin (III Yr ME), Student	
16.	Mr. Sufiyan Ahmed, Local society member	
17.	Mr. Mohammed Ashfaq, Alumni	
18.	Dr. Jalal, Employer	

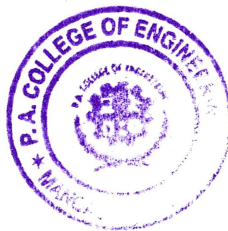
Discussion/Action taken on the above agenda of the meeting:

IQAC ACTION PLAN FOR THE YEAR 2021 – 2022

1. To undergo NBA/NAAC accreditation as a measure of quality.
2. Creating OBE awareness for the faculty members.
3. Academic calendar for 2021-2022
4. Conduct weekly HOD meetings chaired by the principal for follow-up of various activities.
5. Monitoring the academic performance.
6. Enhancing research activities.
7. Conducting academic audit (Internal/External)
8. Preparing students for placement activities.
9. Conducting Academic administrative audit.
10. Conduction of value added courses in the academic year.

Future Road Map and Planning:

- During the meeting, the principal gave a brief introduction to IQAC and NAAC.
- The importance of NAAC for the institution and the various funding opportunities were discussed and the principal also explained the significant role to be played by the NAAC taskforce in the Preparation for the NAAC accreditation.
- The composition of the IQAC was proposed and discussed in the meeting and approved.
- The members of IQAC approved nominating Dr. Prashanth Pai M as the IQAC coordinator.




PRINCIPAL (Chairman-IQAC)
PRINCIPAL
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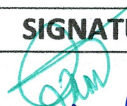
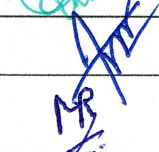
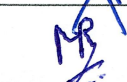
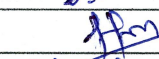
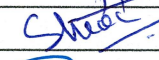








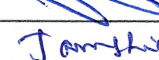
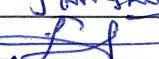



Second IQAC Minutes of Meeting Held on 16th December 2021

The second IQAC meeting was held on 16th December 2021 at 3.00 PM in G27. The following agenda were discussed.

Agenda for the meeting:

1. Result Review of IQAC Action Plan.
2. Introduction to NAAC & Formation of NAAC taskforce.
3. Role of criterion head in NAAC taskforce.
4. Any other matter.

The following members were present:

Sl. No.	NAME AND DESIGNATION	SIGNATURE
1.	Dr. Ramis M K, Principal and Chairman-IQAC	
2.	Mr. Sharfuddeen P K, AGM, P.A.E.T	
3.	Dr. M. Abdul Rahiman, Former Vice Chancellor, Kannur and Calicut Universities.	
4.	Dr. Prashanth Pai M, HoD-ME, IQAC Coordinator	
5.	Dr. Sharmila Kumari M, Vice principal and HoD- CSE	
6.	Dr. Palakshappa K, HoD-CV	
7.	Dr. Krishna Prasad N, HoD-BT	
8.	D. Sayyad Ameen Ahammad, Director-MBA	
9.	Prof. Mohammed Hussain K, HoD- ECE	
10.	Prof. John Valder, HoD- EEE	
11.	Prof. Abdul Majeed, HoD-First Year	
12.	Mr. Mohammed Faizal, Head-CPOD	
13.	Mr. Balakrishna, Librarian	
14.	Mr. Abdul Khader, Office Superintendent	
15.	Mr. Mohammed Jamshid Jaleeluddin (III Yr ME), Student	
16.	Mr. Sufiyan Ahmed, Local society member	
17.	Mr. Mohammed Ashfaq, Alumni	
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
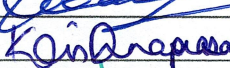
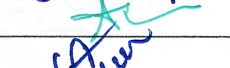
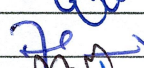




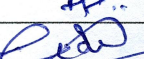
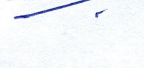


Third IQAC Minutes of Meeting Held on 11th March 2022

The Third IQAC meeting was held on 11th March 2022, at 10:00 AM in G27. The following agenda were discussed.

Agenda for the meeting:

1. Result Review of IQAC Action Plan.
2. Plan for 2021-22 Even Semester Activities.
3. Measures to enhance the teaching-learning process (TLP).
4. Motivation for research.
5. Upskilling activities for the faculties.
6. NAAC/NBA- Accreditation process.
7. Review of Academic Calendar for 2021-2022 Even Semester.
8. Academic and Administrative activities.

The following members were present:

Sl. No.	NAME AND DESIGNATION	SIGNATURE
1.	Dr. Ramis M K, Principal and Chairman-IQAC	
2.	Mr. Sharfuddeen P K, AGM, P.A.E.T	
3.	Dr. M. Abdul Rahiman, Former Vice Chancellor, Kannur and Calicut Universities.	
4.	Dr. Prashanth Pai M, HoD-ME, IQAC Coordinator	
5.	Dr. Sharmila Kumari M, Vice principal and HoD- CSE	
6.	Dr. Palakshappa K, HoD-CV	
7.	Dr. Krishna Prasad N, HoD-BT	
8.	D. Sayyad Ameen Ahammad, Director-MBA	
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12.	Mr. Mohammed Faizal, Head-CPOD	
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Result Review of IQAC Action Plan:

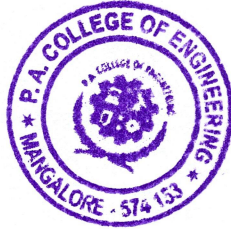
Plan	Implementation
<p>1. To undergo NBA/NAAC accreditation as a measure of quality.</p>	<p>The NBA visit of Mechanical Engineering and Computer Science & Engineering branches has been completed and both departments are accredited by NBA for three years.</p> <p>IQAC Co-coordinator Prof. Zoheb Ali has briefed about the contents of various NAAC criteria, key indicators and metrics and their taskforce members.</p> <p>IQAC Coordinator Dr. Prashanth Pai M explained the contents of a MS Excel file (NAAC) to collect metric-wise data from each department.</p>
<p>2. Creating OBE awareness for the faculty members.</p>	<p>The programme was conducted during 10th Jan 2022 to 12th Jan 2022 for the Biotechnology Department in the presence of the IQAC, HoD of Biotechnology and faculty members.</p> <p>An invited talk on Outcome Based Education is tentatively planned in the month of April 2022.</p> <p>Prof. Shamna N V briefed about the excel sheet for course attainment calculations using target level method.</p>
<p>3. Academic calendar for 2021-2022</p>	<p>Academic Calendar of the even semester of 2021-2022 is approved.</p>
<p>4. Conduct weekly HOD meetings chaired by the principal for follow-up of various activities.</p>	<p>Principal conducted weekly HOD meetings and deliberate on various activities.</p>
<p>5. Monitoring the academic performance.</p>	<p>Students' performance in the various assessments was monitored. The ERP system also made use to monitor the students' attendance and performance.</p> <p>Results analysis of 2020-21 odd and even semesters were conducted.</p> <p>Prof. Fathimath Raihan explained about various end semester activities that are to be</p>

	<p>completed by the faculty members on ERP (DHI) App such as IA marks entry, Lab marks updation, feedback, attendance, lesson plan execution, etc.</p> <p>Also, it is decided to conduct the results analysis of the 2021-22 odd semester.</p>
6. Enhancing research activities.	<p>The principal addressed the faculty members to pursue Ph.D. in their domain and carryout useful research activities. A plan to conduct an awareness programme to enhance research and funding opportunities is in progress.</p>
7. Conducting academic audit (Internal / External)	<p>It is decided that Intra Mentoring Committee will carry out the academic audit internally at the end of the semester.</p> <p>Prof. Varun Hegde briefed about the members of the revised IMC committee constituted for the odd semester of AY 2021-22, contents of the IMC checklist. Documents related to NAAC are to be verified by IQAC.</p>
8. Preparing students for placement activities.	<p>The Employability Skill Programme (ESP) has been incorporated as a part of the curriculum.</p>
9. Conducting Academic administrative audit.	<p>The Academic administrative audit has been conducted on February 11th and 12th, 2022.</p>
10. Conduction of value added courses in the academic year	<p>The value added courses are conducted for the students to increase their knowledge.</p>

Future Road Map and Planning:

1. The IQAC has directed the coordinators of various Professional Bodies and Department Clubs and associations to plan various activities for 2021-22 even semester and execute the same.
2. The IQAC coordinator informed that various proactive steps should be taken to enhance the teaching-learning process (TLP) in the campus.
3. The IQAC stressed for enhancing research environment in the institute for better research output.

4. The IQAC has directed to plan upskilling activities for the faculties in the latest technology.
5. It has been decided to celebrate world water day, science day and women's day tentatively in the month of March 2022.
6. The IQAC has directed to speed up NBA preparation process of the BT department.
7. Presentation of AAA Visit report and NAAC guidelines.
8. The IQAC coordinator has insisted on conducting all the activities and assessments (IA) as per the academic calendar.



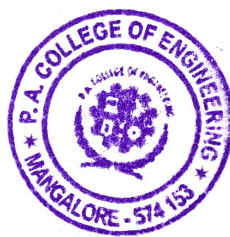
PRINCIPAL (Chairman-IQAC)

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**ACTION TAKEN REPORT BASED ON THE MINUTES OF 3rd IQAC MEETING HELD ON
11th March 2022**

Sl. No.	IQAC Meeting Date	Agenda/Discussion in the IQAC Meeting	Action taken subsequently on the agenda points/Topic discussed in the IQAC Meeting
1	3 rd IQAC meeting held on 11 th March 2022	The IQAC coordinator informed that various proactive steps should be taken to enhance the teaching-learning process (TLP) in the campus.	<p>Involvement of every faculty member in enhancing TLP in the campus.</p> <p>Proper preparation and planning of academic curriculum for the execution.</p> <p>Faculty Punctuality and curbing the late coming of the students.</p> <p>Mark attendance of ERP module (DHI) on the same day, preferably immediately after the class.</p> <p>Proper implementation of assessment tools. Also, interim evaluation to ensure the learning process.</p> <p>If the students complete the experiments early in any lab session, they must proceed with completing the observation and record writing till the end of lab hours.</p> <p>Conduction of class committee meetings for monitoring students' progress.</p> <p>HoDs to take rounds during class/lab hours.</p>
2		The IQAC stressed for enhancing research environment in the institute for better research output.	Faculty members have applied for the research grants to initiate the research activities under identified projects.
3		The IQAC has directed to plan upskilling activities for the faculties in the latest technology.	<p>It has been decided that every faculty member should attend at least one faculty development Programme in any emerging technology, irrespective of the branch and without affecting the academic activities.</p> <p>Awareness sessions were organized to motivate the students to undergo</p>

			certification courses under Coursera, NPTEL, EDX, etc.
4		It has been decided to celebrate world water day, science day and women's day tentatively in the month of March 2022.	World Water Day will be celebrated in E-Learning Centre on 22-03-2022 at 3pm under the banner of First Year Engineering Association (FESA) and Fraternity of Rising Civil Engineers (FORCE). Dr. Palakshappa K, Professor and Head, Department of Civil Engineering will be the resource person of the programme.
5		The IQAC has directed to speed up NBA preparation process of the BT department.	NBA Mock visit of BT department by Dr. Sufiyan Beg will be conducted on 18 th and 19 th March 2022.
6		Presentation of AAA Visit report and NAAC guidelines.	AAA member Dr. M. Abdul Rahiman presented the report of AAA visit along with updated NAAC guidelines of Provisional Accreditation for Colleges on 8 th March 2022 at 10:30 AM.




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