

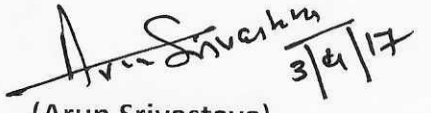
Department of Electrical Engineering
(Office of IQAC)

CIRCULAR

Dated 03.04.17

2nd IQAC meeting is scheduled on 7th of April 2017 at 11.00 pm in the mini conference Hall. All members of the IQAC Committee are advised to attend the meeting. The Broad areas for discussion are as given under:-

- I. Curriculum Planning and Implementation
- II. Teaching learning and Evaluation
- III. Research, Consultancy and Extension
- IV. Infrastructure and Learning Resources
- V. Student Support and Progression
- VI. Governance, Leadership and Management
- VII. Institutional Values and Best practices
- VIII. Any other point with the approval of Chairman


(Arun Srivastava)
Coordinator(IQAC)

Copy to:

17. Mr. Manohar Singh, Retd. SE(Electricity Dept) -Member
18. Dr. Alagu Sundaram, HOD(Computer) -Member
19. Mr. Jenson Daniel, HOD(Civil) -Member
20. Ms. Gunvanti Parmar, HOD(ECE) -Member
21. Mr. B. K. Jena, HOD(Mech) -Member
22. Mr. Shankar Rao, HOD(HM) - Member
23. Dr. Satish kumar, Asst. Professor - Member
24. Ms. Lizzie D'Cruz, Lecturer(SG) -Member

Copy also forwarded to the Chairman (IQAC) for information please.


(Arun Srivastava)
Coordinator(IQAC)

Minutes of the 2nd IQAC meeting conducted on 7th April'2017 in the Conference Hall

Officials present: All HODs, Ms.Lizzie D'Cruz

S. No.	Activity	Decision Taken	Action to be taken	Resp	Target Date	Remarks
I	Curriculum Planning & Implementation					
	Transformation from traditional to Outcome based curriculum	All the subjects of Even semester were converted into OBE pattern	To complete the conversion of odd semester courses into OBE pattern before vacation and status to be submitted to Principal.	All teaching faculty	19.5.17	
	Implementation of Course file	Implemented Course plan from the current Even semester.	- To review the effectiveness - To calculate the attainment level at the end of Session	All HODs and Principal All teaching faculty	Cont..	
II	Teaching, Learning and Evaluation					
	Faculty participation in Conference and Symposium	Being conducted every year	-	All HODs	Cont..	
	Student Participation	Awareness to students	Students were given awareness about the benefit of Learner Centric approach being followed	All teaching Faculty	Completed	
	Innovative process adopted by the Institution in teaching	To follow the course plan	To conduct all student activities listed in course plan and maintain record.	All teaching Faculty	Cont..	

	OBE development Workshop	Carried out in the month of October 2016	-	-	-	
	Use of Rubric in Practical Evaluation	Evaluation of Progressive Skill tests were carried out using rubrics	To be continued	All teaching Faculty	Cont..	
	Incorporation of Student Activity and Seminar	Course plan should indicate the dates, topic of seminar and other student related activity	Teaching faculty to strictly adhere to the planned dates.	All teaching Faculty	Cont..	
	Evaluation/Monitoring process of teaching & learning process	Third party audit completed in the month of September 2016.(27 th to 28 th September 2016.) by Associate Professors of JNRM, Port Blair	Action taken and report completed	-	-	
III	Research, Consultancy and Extension					
	Strategy for inculcating Research culture among faculty	Funding can be obtained from RUSA for Research work.	e-circular to be sent for collecting details	Last week of April'17		
	Incubation Centre		Order to be issued regarding Incubation centre.	Principal		
IV	Infrastructure and Learning Resources					
	Library Facility and Books	Purchase of e-journals	To submit request for fund through RUSA	Mr.Harsabardan Barik	5.5.17	
V	Student Support and progression					
	Coaching for competitive Examination	-	To start the coaching classes from ensuing odd semester 2017-18	HOD(ECE,CSE,Civil)		
	Addressing Student grievances	Being addressed as soon as the request is received.				
VI	Governance, Leadership and Management					
	Amendments of Mission, Vision and Programme Educational Objectives	NBA audit for Civil, Electrical and Mechanical planned in July'2017	All the requisite documents to kept in readiness for the audit.	All concerned HODs		

VII	Institutional Values and Best practices					
	SoCh(Social Challenges)	Being carried out as per plan chalked out by the Team managers	-	-	Cont.....	
	Focus Group activity, KST and TFJ	Being carried out as per plan prepared by the concerned teaching faculty			Cont.....	


Coordinator (IQAC) 12/6/17

All HODs