



**ACADEMIC YEAR - 2023-24**  
**ODD SEMESTER**  
**INTERNAL QUALITY ASSURANCE CELL**

**27.10.23**

**IQAC meeting for the month of Oct'23 was held on 26.10.23 between 12.30pm and 1.30pm. IQAC Coordinator briefed on the following points during the meeting.**

**Agenda for the meeting**

- FOSS certification course - Plan
- II Year - Entry Level analysis report
- Submissions
  1. Virtual Lab execution status
  2. NPTEL sessions for courses - execution status
  3. Content Beyond Syllabus
  4. Curriculum analysis report
  5. Assessment Plan
  6. Swayam completion status
  7. Activity summary report
- Value Added Courses
- AQAR 22-23
- FDP plan

**FOSS certification course - Plan**

FOSS certification courses shall be scheduled during First week of November for II, III and IV year students. Department IQAC member shall coordinate the session. Reports to be submitted by members upon completion.

**Deadline for report submission : 30.11.2023**

**II Year - Entry Level analysis report**

II Year class entry level analysis report will be forwarded for IQAC member for circulation among respective member. Student personal profile details can be referred by mentor for suitable support.

**Submissions to be made (1-6 semester end, 7-during SCM)**

1. Virtual Lab execution status for courses as per format to be submitted
2. NPTEL sessions execution along with outcome attainment and evaluation to be submitted.

3. Content Beyond Syllabus coverage (both theory and lab)
4. Curriculum analysis report for the courses and departmental initiatives (format issued earlier)
5. Assessment Plan coursewise along with target. IQAC member to check CO for courses and recommend in consultation with HoD
6. Swayam completion status report. Minimum 1 course per student per semester to be completed.
7. Activity summary report by all departments, units, clubs, wings. IQAC department member to ensure submission by all in-charges.

### Value Addition initiatives

Completion status for planned Value Addition courses for the semester are to be submitted. Departmentwise consolidated list of courses organized and coursewise details are to be submitted by semester end.

Coursewise submission includes

- |   |                           |
|---|---------------------------|
| 1. Circular   | 4. Course material        |
| 2. Syllabus (Title, Course objective, Unitwise Coverage with hours, Course instructor name) signed by Course in-charge, HoD | 5. Enrolment list         |
|   | 6. Attendance             |
| 3. Time-Table   | 7. Test Mark statement(s) |
|   | 8. Certificate            |
|   | 9. Report                 |

S.Nos. 1-8 signed by course instructor and HoD, Report to be signed by course instructor, HoD, Principal

### Consolidated list format (Sample)

Class & Strength	Course Title	Course duration	Course completion & certificate issue status
II CSE 61 students	Certification course on " "	45 Hours	Course completed & certificates issued
	FOSS certification course on " "	30 Hours	
III CSE 65 students	Value Added Course on " "		
IV CSE 67 students			

**AQAR 22-23**

Departments are requested to be prepared to submit AQAR for 2022-23 by Nov'23.  
Deadline Dec'23.

**FDP plan**

IQAC is proposing to organize 2 FDP, 1 during ODD semester and 1 during EVEN semester.  
Proposal will be submitted to NAAC for Even semester programme for sponsorship

*K. Chellappa* 27/10/23  
IQAC Coordinator

*J. Praveen* 27/10/2023  
PRINCIPAL