

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Date :26. 08. 2022

Venue: Conference Hall

Time : 3.00 PM

Members Present:

1. Dr. Manju J, Principal/Chairperson
2. Dr.Arun Elias,IQAC Co-ordinator
3. Ms. Suma S G, Member Faculty
4. Mr. Prajeesh, Member Faculty
5. Dr. Manikanda Prabhu, Member Faculty
6. Mr. K.S.Sasi, Member Faculty
7. Mr. Rahul P Raj, Member Faculty
8. Ms. Priya Grace Itti Eipe, Member Faculty
9. Athira Raj,Member Faculty
10. Mr. Ajeesh R, Employer
11. Mr. Rahul Raj, Alumini

Minutes of Meeting

Sl.No	Agenda	Discussion/ Decision	Responsibility
1	Approval of minutes of previous meeting	Minutes were approved unanimously	
2	Completion and Submission of AQAR 2021-2022	The Principal instructed to complete the preparation of AQAR 2021 - 2022as early as possible.	The NAAC Coordinator
3	NBA Accreditation works in CSE & ME Dept.	The Principal instructed to move forward with the NBA Accreditation process.	The HODs

4	Professional Body Membership	CSE Dept. must start the student chapter in CSI or ACM	The Dept HODs
5	Conduction of Department Programs.	The IQAC coordinator suggested to plan and organise various dept specific programs	The Program Committee Convenors
6	Placement Training Programs.	The Principal also suggested to plan for a one week placement training program for 2029- 2023 batch.	The Placement Officer
7	Faculty Self-Appraisal	The IQAC coordinator shared the approved format for faculty self appraisal and Principal instructed the HODs to collect the appraisal forms from each faculty.	The HODs
8	Improvement in University results.	Principal instructed to take measures to improve the university results of various departments.	The HODs
9	Preparation for the commencement of next semester	Principal instructed the HODs to prepare for the commencement of odd semester class	The HODs
10	Course file Submission S2/S4/S6/S8	There was a discussion on Course file format.The IQAC coordinator instructed to submit the course files in the latest format shared.	The HODs


IQAC COORDINATOR


PRINCIPAL

Copy to

1. Website
2. File
3. All Members of IQAC

