MBC/IQAC/N/2023/11   Dt:15-03-2023

<u>Internal Quality Assurance Cell</u>

<u>Minutes of Meeting</u>

<u>Agenda:</u>

1. Approval of Agenda.
2. Confirmation of the minutes of the previous IQAC meeting.
3. Progress of NBA Works for CSE & ECE Departments.
4. Discussion on the external audit and actions to be taken.
5. Updating of NAAC files.
6. MOOC Courses.

<u>Members Attended:</u>

1	Dr. Jayaraj kochupillai	Chairman	
2	Mr. Prince Varghese, Director	Member	
3	Fr.Nobin Philip	Member	
4	Dr. Kamalakannan S, HOD CE	IQAC Co - ordinator	
5	Prof.Elias Janson K,FCP Internal	Member	
6	Prof.Annie Chacko,FCP External	Member	
7	Dr.V.I George,HoD EEE	Member	
8	Dr. Shibu K R, HOD CSE	Member	
9	Dr. Resmi N.C, HOD ECE	Member	
10	Prof. Manikandan S, HOD ME	Member	
11	Prof. Rengitha M.Thomas, HOD SH	Member	
12	Prof. Resmara S, AP/EEE	Member	
13	Prof. Banila K Monachan	Member	
14	Prof. Owsu Kurian, AP/CE	Member	
15	Prof. Jino Mathew, AP/ME	Member	
16	Mr. Sajan George	Management Representative	
17	Mr. Viju. P. Chacko	Local Society Representative	
18	Mr. Kessia Sunny	Students Representative	
19	Mr. Elias Thomas Kaloor	Alumni Representative	
20	Mr. Abraham Kuriakose Omathil	Industrial Representative	

21	Mr. Thankachan K C.PTA Representative	Member	

Sl.No	Particulars	Points Discussed	Decision Taken	Action Required	Responsibility	Target Date
1	Approval of Agenda		Accepted			
2	Confirmation of Minutes of the previous IQAC Meeting		Decided to monitor the academics of the students by conducting meetings in the department.	No Pending action.		
3.	Progress of NBA Works for CSE & ECE Departments.		Decided to conduct criteria wise file verification. Decided to give instruction to update and submit all the necessary documents.		NBA coordinators and criteria heads of the respective departments .	12-05-2023
4.	Discussion on the external audit and actions to be taken.		Informed to all the department HODs to rectify the comments and suggestions given by external auditors in audit file.		Head of the Department and department KTU Coordinator	
5.	Updating of NAAC files.		Decided to give instruction to		NAAC Criteria In charges.	05-08-2023

			faculty members to update and submit all the necessary criteria wise documents.			
6.	MOOC Courses.		Decided to give instruction to update and submit all the necessary documents		MOOC Courses Coordinator	04-06-2023
7	Meeting Concluded with Thank You Note.					