

IQAC Working Committee

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/6	Date/ Time:	13/11/2023, 12:15pm to 12:45pm	Duration	30mins
Venue:	IQAC Room, 1 st floor, PG Centre		Purpose/Subject:	Result analysis, upcoming audit	
List of Attendees:					
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Mr. Nitheesh Kurian	4. Dr. Renju S		
5. Dr. Aysha Zeneeb	6. Ms. Aparna George	7. Dr. Deepti Jayan K	8. Dr. Jisha G		
9. Mr. Jithin P N	10. Ms. Bindu V. A	11. Dr. Varghese Chooralil	12. Ms. Prathibha P K		
13. Ms. Shyama Sreekumar					
List of Absentees:					
1. Ms. Sangeetha Jamal					

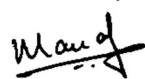
AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
1.	CO PO status of 2023 passout	<ul style="list-style-type: none"> Few CO-PO attainment are pending for department of AEI and CE All the departments were asked to consolidate the same at the earliest
2.	Open house and last date of mark entry	<ul style="list-style-type: none"> Open house 18th for S3, S5, S7 - mark entry last date 16th Open house 25th S1- mark entry last date 20th To be confirmed in hod meeting
3.	Audit	<ul style="list-style-type: none"> Audit will be on 24th, 25th, 27th Auditor details and corresponding file mapping will be shared by next meeting November 17th – auditors will be briefed on the audit process

4.	Result Analysis	Result analysis to be prepared for the results announced of S2, S4 and S6
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ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	Mark entry and audit	All faculty	November last week	Open
2.	Result analysis	Class Teachers	Within 1 week	Open

Prepared By: Ms. Shyama Sreekumar	Prepared Date: 13/11/2023	Reviewed By:  Dr. Manoj G Tharian, IQAC Coordinator
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IQAC Working Committee

MINUTES OF MEETING

MEETING SUMMARY

Meeting Ref. No:	COMM/IQAC(W)/7	Date/ Time:	20/11/2023, 12:15pm to 12:45pm	Duration	30mins
Venue:	IQAC Room, 1 st floor, PG Centre		Purpose/Subject:	Upcoming audit	
List of Attendees:					
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Mr. Nitheesh Kurian	4. Dr. Renju S		
5. Dr. Aysha Zeneeb	6. Ms. Aparna George	7. Dr. Deepti Jayan K	8. Dr. Jisha G		
9. Mr. Jithin P N	10. Ms. Bindu V. A	11. Dr. Varghese Chooralil	12. Ms. Prathibha P K		
13. Ms. Shyama Sreekumar					
List of Absentees:					
1. Ms. Sangeetha Jamal					

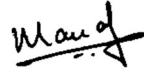
AGENDA / DISCUSSION POINTS

Sl No.	Agenda point	Discussion points/Remarks
1.	Audit	<ul style="list-style-type: none"> ● IQAC will mail the list of items to be checked during audit and also the auditor - faculty list. ● For the time being, the theory+practical tab will be taken off, as there is still some confusion. ● The workload we have got the sign from the Principal and shall share the scanned copy tomorrow. ● Things to note in the audit : ● CIS must not have gaps as we have framed the syllabus ● The question paper can be from any university/ any reference questions that the staff refers to for setting the question paper. (At least one question paper must be there). ● As the remedial tab is not set up properly now, remedial details need not be checked.

- The internal answer sheets to be scanned and uploaded (hardcopy not preferred).

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	Audit details to be shared	IQAC	22/11/2023	Open
2.	Audit	All faculty	November last week	Open

Prepared By: Ms. Shyama Sreekumar	Prepared Date: 20/11/2023	Reviewed By:  Dr. Manoj G Tharian, IQAC Coordinator
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IQAC Working Committee

MINUTES OF MEETING

MEETING SUMMARY

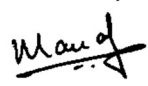
Meeting Ref. No:	COMM/IQAC(W)/8	Date/ Time:	27/11/2023, 12:15pm to 12:45pm	Duration	30mins
Venue:	IQAC Room, 1 st floor, PG Centre		Purpose/Subject:	Audit progress KIRF Updates	
List of Attendees:					
1. Dr. Manoj G Tharian	2. Dr. Elizabeth Rita Samuel	3. Mr. Nitheesh Kurian	4. Dr. Renju S		
5. Dr. Aysha Zeneeb	6. Ms. Aparna George	7. Dr. Deepti Jayan K	8. Dr. Jisha G		
9. Mr. Jithin P N	10. Ms. Bindu V. A	11. Dr. Varghese Chooralil	12. Ms. Prathibha P K		
13. Ms. Shyama Sreekumar					
List of Absentees:					
1. Ms. Sangeetha Jamal					

AGENDA / DISCUSSION POINTS

SI No.	Agenda point	Discussion points/Remarks
1.	Audit	<ul style="list-style-type: none"> ● Progress of audit was enquired with all the departments ● All the department files were almost audited
2	KIRF updates	<ul style="list-style-type: none"> ● KIRF details are filled in the website by IQAC ● As of now, the deadline for filing KIRF is not yet announced.

ACTION ITEMS

Action No.	Action item description	Action by	Target date	Status
1.	KIRF	IQAC	January 2024	Open

Prepared By: Ms. Shyama Sreekumar	Prepared Date: 27/11/2023	Reviewed By:  Dr. Manoj G Tharian, IQAC Coordinator
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