

Minutes of Meeting

Meeting Reference No: MITS/IQAC/22-23/01		
Date, Time and Venue of meeting: 19/JAN/2023, 3:00 pm; Board Room		
Meeting Called by: Dr Neelakantan P.C., Chairperson		
Agenda: 1. Plan for Scheme Document Submission for being Autonomous Agenda: 2. Finalizing the deadline for first phase data collection		
Opening: The meeting was called to order by Dr Neelakantan P.C. at 3:15 pm.		
Approval of Agenda: The agenda was unanimously approved as distributed.		
Approval of Minutes: The minutes of the previous meeting were unanimously approved as distributed.		
Status of Action Items from Previous Meeting: NIL		
Sl. No.	Item	Status
1.		
Discussions (attach additional sheets, if required):		
<u>Agenda 1</u>		
Discussed about the hands-on workshop to be held on 23 rd and 24 th January 2023 for Outcome Based Education		
1. To frame our own outcome-based curriculum		
a. For the same we need previous five-year data and its consolidation: SCHEME DOCUMENT		
b. The document mainly holds the data on infrastructure, AICTE documents, student data and faculty related data		
c. The scheme document to be submitted on June 2023		
d. 2024 admitted batch will be considered under Autonomy hopefully		
e. Expecting the Inspection by Oct. – Dec. 2023 (within 6 months after submission of document)		
f. By the time Scheme document 2 must be ready		
<u>Agenda 2</u>		
2. Decided to collect data from individual departments before 3 rd of February 2023 (starting from 2018 -19 batch pass out batch)		
.....		
Additions to Agenda (if any): NIL		

Adjournment:

The Meeting was adjourned at 4:00 pm by Dr Neelakantan P.C.

Post Meeting Action Items (attach additional sheets, if required):

Sl No.	Item	Marked To
1.	Decided to collect data from individual departments before 3 rd of February 2023	All IQAC Coordinators

Attendees:

Sl. No.	Name of Member
1	Dr Neelakantan P.C., Principal
2	Dr. Shajimon K John, Dean Academics
3	Ms Remadevi M, Professor, Dept of CE
4	Mr Tony Mathew, Asst Prof., Dept of EE
5	Mr Emmanuel Tom, Asst Prof., Dept of EC
6	Dr. Manoj Kumar K, IQAC Coordinator
7	Mr. Prislely Varghese, Asst Prof., Dept of ME
8	Dr. Nikhil K, Asst Prof., Dept of ME
9	Ms Jincy P Mathai, Asst Prof., Dept of BSH
10	Ms Shareena Basheer, Asst. Prof., Dept of AI-DS
11	Ms Jiss Kuruvilla, Asst Prof., Dept of MCA

Apology:

Sl. No.	Name of Member
1	Ms Rakhee M, Asst Prof., Dept of CS

Prepared by: Dr Manoj Kumar K

Approved by: Dr Neelakantan P.C.