

Minutes of Meeting

Meeting Ref. No.: MITS/IQAC/23-24/01		
Date, Time and Venue of meeting: 05/JULY/2023, 3:00 pm; Board Room		
Meeting Called by: Dr Neelakantan P.C., Chairperson		
Agenda: 1. Curriculum development- updates Agenda: 2. Upcoming KTU audit Agenda: 3 Possibility of bringing ET labs instead of Linways		
Opening: The meeting was called to order by Dr Neelakantan P.C. at 3:00 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:		
Sl. No.	Item	Status
1.	Internal audit	Completed
Discussions (attach additional sheets, if required):		
<u>Agenda 1</u> Curriculum development status was updated by IQAC coordinator		
<u>Agenda 2</u> Completion of all academic as well as general files: status verified		
<u>Agenda 3</u> Decided to get feedback from other colleges, which are using ET labs and to make a comparative study.		
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Additions to Agenda (if any):		
SEMESTER QUALITY ASSURANCE REPORT: After each semester HODs must submit a report		
Adjournment: The Meeting was adjourned at 4:10 pm by Dr Neelakantan P.C.		

Post Meeting Action Items (attach additional sheets, if required):		
Sl No.	Item	Marked To
1.	Feedback regarding ET labs	All department 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	Ms Nayana P K, Asst Prof., Dept of EC
6	Dr. Manoj Kumar K, IQAC Coordinator
7	Mr. Prislely Varghese, Asst Prof., Dept of ME
8	Ms Jincy P Mathai, Asst Prof., Dept of BSH
9	Ms Dimple Elizabeth, Asst. Prof., Dept of AI-DS
10	Ms Jiss Kuruvilla, Asst Prof., Dept of MCA
11	Ms Asha Raj, Asst Prof, Dept of CSE

Absentees

Sl. No.	Name of Member
1	Nil

Prepared by: Manoj Kumar K

Approved by: Dr Neelakantan P.C.