

Minutes of Meeting

Meeting Reference No.: MITS/IQAC/23-24/02		
Date, Time and Venue of meeting: 21/AUGUST/2023, 3:15 pm; Board Room		
Meeting Called by: Dr Neelakantan P.C., Chairperson		
Agenda: 1. Course plan presentation in departments Agenda: 2. ET lab: feedback from different colleges		
<p>Opening: The meeting was called to order by Dr Neelakantan P.C. at 3:15 pm.</p> <p>Approval of Agenda: The agenda was unanimously approved as distributed.</p> <p>Approval of Minutes: The minutes of the previous meeting were unanimously approved as distributed.</p>		
Status of Action Items from Previous Meeting: NIL		
Sl. No.	Item	Status
1.	Feedback of ETlabs	Completed
<p>Discussions (attach additional sheets, if required):</p> <p><u>Agenda 1</u> Verified the status of course plan presentations in each department and addressed their common concerns.</p> <p><u>Agenda 2</u> Feedback regarding usage of ETlabs from different colleges were collected and it was commonly identified that most of them are satisfied by the performance of this software. It was suggested to place the proposal in the upcoming council meeting.</p> <p><u>Agenda 3</u> Principal Dr. Neelakantan PC advised to give a training session on OBE for the newly joined staff from all departments.</p> <p>.....</p> <p>Additions to Agenda (if any):</p> <p>Adjournment: The Meeting was adjourned at 4:10 pm by Dr Neelakantan P.C.</p>		

Post Meeting Action Items (attach additional sheets, if required):		
Sl No.	Item	Marked To
1.	Training session for the newly joined faculty	IQAC coordinator

Attendees:

Sl. No.	Name of Member	Signature
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	Signature
1	Nil	

Prepared by: Manoj Kumar K

Approved by: Dr Neelakantan P.C.