

Minutes of Meeting

Meeting Reference No.: MITS/IQAC/23-24/03		
Date, Time and Venue of meeting: 13/OCT/2023; 3:00 pm; Board Room		
Meeting Called by: Dr Neelakantan P.C., Chairperson		
Agenda: 1. Updates on ET labs Agenda: 2. Upcoming Internal audit Agenda: 3 Curriculum development: Possibility of introducing Biology in first year		
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: NIL		
Sl. No.	Item	Status
1.	Training for newly joined faculty	Completed
Discussions (attach additional sheets, if required):		
<u>Agenda 1</u> ET lab was introduced to first year courses. Staff were observed to be happy with the performance. It was decided to incorporate ET labs for higher semesters from January 24 onwards.		
<u>Agenda 2</u> Internal audit to be planned as per KTU calendar. It was decided to exclude S1 from the audit as the faculty still need to get familiarized with ET labs. The completion status of those semesters whose University results were already published, also need to be completed.		
<u>Agenda 3</u> Possibility of incorporating Biology as an additional course need to be explored. This will be useful for those who are interested in moving to biotechnology area. Detailed discussion and study needed.		
Additions to Agenda (if any): Nil		

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.	Internal audit for 2023-24 odd sem	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 EEE
5	Ms Nayana P K, Asst Prof., Dept of ECE
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.