

Minutes of Meeting

Meeting Reference No: MITS/IQAC/22-23/05		
Date, Time and Venue of meeting: 12/APRIL/2023, 3:15 pm; Board Room		
Meeting Called by: Dr Neelakantan P.C., Chairperson		
Agenda: 1. Discussion on the documents already shared Agenda: 2. Modifications of attainment calculations Agenda: 3 Discussion on the common repository for 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.	Document preparation for autonomy	Completed
Discussions (attach additional sheets, if required):		
<u>Agenda 1</u> Discussion on the collected data completed. Few clarifications/suggestions were given		
<u>Agenda 2</u> Decided to follow the same attainment calculation method		
<u>Agenda 3</u> Suggestions:		
<ul style="list-style-type: none"> • Nomenclature rule for files need to be circulated (decide) DEPARTMENT_FACULTYNAME, REGISTERNUMBER_sln0 for students • Better to include academic year (drop down) • Change program to radio button 		
Additions to Agenda (if any):		
SEMESTER QUALITY ASSURANCE REPORT:		
After each semester HODs must give a report		
Outcome attainment Statistics – if outcome is not satisfactory		

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.	Current semester data of all academic/non-academic activities should be entered in the activity reporting form before May 31 st , 2023.	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	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: Manoj Kumar K

Approved by: Dr Neelakantan P.C.