Minutes of IQAC meeting held on 6/11/2019

The meeting of IQAC is conducted in Principal's chamber on 06/11/2019 at 11.30 A.M.

The following members were present during the meeting.

1. Dr. P C Reghuraj (Principal), Chairperson, IQAC.
2. R Jayadevan (AP ECE), Co-ordinator, IQAC.
3. Sasinas alias Haritha (AP IT).
4. Praveen S Babu (AP EEE).
5. Panchami U (AP CSE).
6. Krishnadasan VB (AP ME).

1. The arrangement for internal and external KTU audit is done. Internal audit date is scheduled on 7/11/2019 and external audit date on 8/11/2019 as confirmed from KTU. The format of audit report is approved by the committee. The committee for internal audit is formed.

2. A discussion on common format for question paper and assignment is done and the approval is scheduled on next meeting.

3. IQAC recommends the posting of a faculty for English/Language lab preferably from SSP..

4. The faculty evaluation by students in ETLAB may be enabled from 7/11/19 onwards and may be completed within two days.

5. The provision of a special tab/page for IQAC on college website is suggested. Also the minutes and audit reports will be uploaded to the same.

6. The college specific files to be produced for external audit is identified and arranged for audit in conference room.

Convener