

MARIAN ENGINEERING COLLEGE, MEHAMKULAM, KAZHAKKOOTAM

Minutes of the IQAC Meeting

Subject : Academic & Administrative Matters

Meeting Number:

0001/IQAC-CR/2024

Mode : Offline

19/1/24

Time: 12.05 pm

| No. | Subject & Decision | Action by | Status |
|-----|--|--------------|--------|
| 1/1 | <p>IQAC Meeting decided to constitute below listed subcommittees with convenors</p> <ul style="list-style-type: none"> • NIBA (Dr Arun Kumar V) • NAAC (Dr Rani V) • Audit (Dr. Sheeja Augustine) • Strategic Planning (Dr Samson A) | IQAC members | |
| 2/1 | The committee decided to meet on all Tuesdays. | IQAC Members | |
| 3/1 | <p>Meeting decided that</p> <ul style="list-style-type: none"> • The last date to submit second internal audit reports to IQAC from all departments is extended to 2/2/2024 • Uniformity in course files of all departments shall be maintained • There shall be random verification of course files of faculty members of all departments by management. | IQAC members | |

IQAC Coordinator

Principal

IQAC Meeting

17/1/2024

1. Principal, Mohd Nizam MD
2. Dean, Dr A Samsud Din
3. Co-ordinator: Dr. Vijayalakshmy S. Jyoti
4. NAAC Co-ordinator Dr. Rani V Rani
5. KTU Asst. Chief Examiner Kavani K. K
6. Internal Exams cell chayy Dhanya Mohd D
7. KTU Coordination Dr. Sheeja P. G. S. S
8. NBA - Co-ordinator - Dr. Kusumav Dr