

MARIAN ENGINEERING COLLEGE , MENAMKULAM, KAZHAKKOOTTAM

Minutes of the IQAC Meeting

Subject : Academic & Administrative Matters

Meeting Number:
0001/IQAC /2024

Mode :Offline

1/2/24

Time:
2.00pm

No.	Subject & Decision	Action by	Status
1/2	<p>IQSC presented before the academic council the following proposal</p> <ul style="list-style-type: none"> Names of Chairman/ Chairperson and Convenor of Common Courses in S2, S4 & S6 (list attached) Class/ Course Committee Meeting before 7/2/24 and meeting minutes to be submitted to IQAC Staff Advisory meeting to be conducted as scheduled in the college academic calendar and minutes to be forwarded to IQAC <p>The council accepted the proposal.</p>	Internal Auditors, Staff Advisors, Respective faculty members.	
2/2	<p>IQAC presented its proposal to the academic council to prepone the scheduled dates of I series and second series by one week referencing U.O.No. 48/2024/KTU (KTU Order dated 4-1-24) and the council accepted the proposal.</p>	College council	
3/2	<p>IQAC presented to the academic council that all extra curricular & club activities of students, Remedial class shall be conducted on non instructional working days marked in college calendar. Council accepted the proposal.</p>	Principal	
4/2	<p>IQAC presented to the council, the scheduling of the Industrial Visit for S6 students, aiming for the last week of March. Council accepted it and decided to schedule the dates of tour from 22nd March to 27th March</p>	HoD, Staff Advisors	
5/2	<p>IQAC presented its proposal to include AICTE Coordinator in IQAC Core Committee and the council accepted it.</p>	Principal	
6/2	<p>IQAC informed the council that the preliminary course file verification of current academic semester shall be conducted before 12/2/24. The below listed documents shall be prepared in ETLAB and included in course file.</p> <ul style="list-style-type: none"> Course Plan Assignment 1 question paper Series I question paper 	Internal Auditors. IQAC	
7/2	<p>IQAC Coordinator presented the question paper pattern for series examination, according to the revised order by KTU - to conduct Internal Exam, and the council accepted it.</p>	IQAC Coordinator	
8/2	<p>IQAC presented its proposal to constitute a sub committee for IQAC with DQAC coordinators and the council accepted the proposal. (attached)</p>	Principal, IQAC	

IQAC Coordinator

Principal

**MARIAN ENGINEERING COLLEGE
TRIVANDRUM**

No.MEC /QR-72/ PRL / 24 -25 /21

02.02.2024

OFFICE ORDER

Sub: - Internal Quality Assurance Cell – NBA Subcommittee- constituting-reg.

As per decision of the CAC dated 01-02-2024, the NBA subcommittee, consisting of DQAC coordinators, is constituted with the following members:

1. Dr.Vijayaleskmy S. (IQAC Coordinator) - Chairperson
2. Dr.Arun Kumar V. (NBA Coordinator) - Convener
3. Pramod Raj T. P.(DQAC Coordinator, ME)
4. Nisha J. R. (DQAC Coordinator, CSE)
5. C Minnu Jayan (DQAC Coordinator, ECE)
6. Thara Leander (DQAC Coordinator, CE)
7. Valsa Basil (DQAC Coordinator, EEE)
8. Sini S. S. (DQAC Coordinator, SH)

The committee is to undertake

1. Coordination and execution of activities related to NBA Accreditation
2. Coordination of and execution of academic audit of KTU.

Orders are issued accordingly.



PRINCIPAL

Copy to: Manager, Dean, all the members, HoDs & Stock file