

MARIAN ENGINEERING COLLEGE , MENAMKULAM, KAZHAKKOOTTAM

Minutes of the IQAC Meeting

Subject : Academic & Administrative Matters

Meeting Number:
0002/IQAC-CR/2024

Mode :Offline


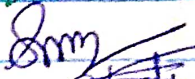
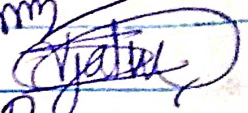
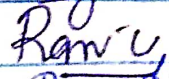
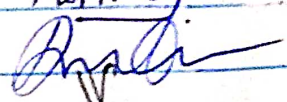


31/1/24 Time:12.0
0pm

No.	Subject & Decision	Action by	Status
1/2	Meeting proposed to the academic council (list attached) the names of Chairman/ Chairperson and Convenor of Common Courses in S2, S4 & S6 and the dates of Class Committee Meeting and Course Committee Meeting <ul style="list-style-type: none"> 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 	Internal Auditors, Staff Advisors	
2/2	Meeting proposed to 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)	IQAC Members	
3/2	Meeting proposed 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.	HoD	
4/2	Meeting proposed to the council to finalize the scheduling of the Industrial Visit for S6 students, aiming for the last week of March.	HoD, Staff Advisors	
5/2	Meeting proposed to include AICTE Coordinator in IQAC Core Committee	Principal	
6/2	Meeting decided 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. <ul style="list-style-type: none"> Course Plan Assignment 1 question paper Series I question paper 	Internal Auditors. IQAC	
7/2	IQAC Coordinator is entrusted with preparing the question paper pattern for series examination, according to the revised order by KTU - to conduct Internal Exam, and submit to Academic Council for approval.	IQAC Coordinator	


IQAC Coordinator


Principal

IQAC Core committee meeting - 31/1/2024

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|-----|--------------------|--------------------------|--|
| (1) | Dr Abdul Nizar | Principal |  |
| (2) | Dr Samson A | Dean |  |
| (3) | Dr Vijayalekshmy S | Co-ordinator |  |
| (4) | Dr. Rani-V | NAAC |  |
| (5) | Dr. Anurama V | NAAC |  |
| (6) | Mr. Kammal K. | KTU Asst. Chief Examiner |  |
| (7) | Dr. Sheeja Dgushy | KTU Coordinator |  |