

MARIAN ENGINEERING COLLEGE , MENAMKULAM, KAZHAKKOOTAM

Minutes of the IQAC Meeting

Subject : Academic & Administrative Matters		Meeting Number: 0004/IQAC-CR/2024	
Mode : Offline		5/3/2024	Time:2.00p m
No.	Action Taken (Meeting Number :0003/IQAC-CR/2024)	Action by	Status
1/3	The decision by the council to reschedule the first series test has been reversed.	Principal, IQAC	Completed
2/3	The IQAC has authorized the Scrutiny Committee and Internal Exam Cell to oversee the preparation of all internal series test question papers in ETLAB. <ul style="list-style-type: none"> <li>On February 7, 2024, Dr. Arunkumar V provided training to members of the IQAC-NBA subcommittee on question paper preparation in ETLAB.</li> </ul>	IQAC	Completed

Minutes of Meeting

1/4	The IQAC suggested to the council that students should only be allowed to exit the exam hall during the series test after the specified duration of 1 hour and 30 minutes has elapsed. Notice may be circulated accordingly. <ul style="list-style-type: none"> <li>The IQAC recommends that the Principal assign a squad comprising of senior Professors for surprise inspections during internal examinations, <del>for the purpose of</del> to deter malpractice.</li> <li>The IQAC recommends that mobile phones confiscated from students during internal examinations should not be returned until the conclusion of the internal exam.</li> <li>Students caught engaging in malpractice shall not be allowed to take the retest</li> </ul>	Principal, Hods, Internal exam cell	
2/4	The IQAC has submitted the updated leave form, which consolidates sections for duty leave, compensatory off, leave on duty, and duty leave into a single form, for the council's approval.	Principal	
3/4	The IQAC recommended that all faculty members choose the "fix attendance" option for their respective courses in ETLab to set the total number of periods for all students, regardless of their registration status for the current semester.	All faculty members	
4/4	The IQAC has decided to solicit suggestions from all Departments for the revision of the self-appraisal form.	HoDs	
5/4	The IQAC has recommended to the council to revise the student handbook of 2024-25.	Principal	

  
IQAC Coordinator

  
Principal

10:00 Meeting

21/8/2024 - 2pm

- (1) Principal *M N*
- (2) Dean *DM*
- (3) Co-ordinator Dr. Vijayalakshmy S. *Vijayalakshmy S.*
- (4) ~~Prop~~ Co-ordinator Dr. Ramesh *Ramesh*
- (5) KIU Examining Officer Karman K. *Karman K.*
- (6) Internal Exam AllMedHanya
- (7) KIU Co-ordinator Dr. Sheeja Augustine.