

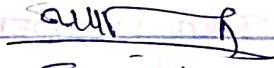

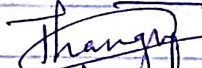
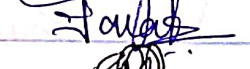

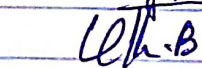
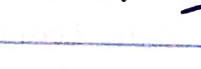
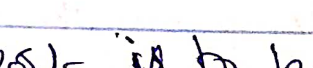
Date: 30/8/2022 Time: 12:00

Venue: IQAC Room.

Agenda

1. Course File Verification Report
2. Next Semester course file verification planning
3. Q.P Format plan.
4. Series I II & Retest Q.P after scrutiny to be send to exam cell by end of Sept - Discussion -
5. Miscellaneous.

Members Present

- | | | |
|----|-----------------------|---------------------------------------------------------------------------------------|
| 1. | Ullas Innocent Raj |  |
| 2. | Dr. Sheela Raju |  |
| 3. | Ran. B.S |  |
| 4. | Thanga Thamarai N.G.S |  |
| 5. | TARA LEANDER |  |
| 6. | S. Nurul Hidaye (ECE) |  |
| 7. | NISHA J.R |  |
| 8. | Vinitha B. Elva |  |

Discussions & Decisions

1. Course file verification report - is to be submitted from respective faculty members on or before 2/9/2022.
2. It was decided to give the notification of course file verification for S₃, S₅ & S₇ during 1st week after Onam holidays.
3. It was decided to keep Q.P format as in previous semester.

4. Mr Ullas suggested that Q.P of Series I, II & Retest should be prepared & scrutinised at the beginning of semester. None of the members agreed with the suggestion as it is difficult for faculty members handling a subject for the first time. Finally it was decided to implement the prevailing system strictly. Q.P should be given to scrutiny 10 days before series exam and report to be given to IQAC 1 week prior to exam.

Members suggested that
5. Assignments should be conducted like a test for the benefit of students.

25% of Assignments should be set apart for note book submission. - suggestion by Vinu Ma Miss.

Meeting ended by 2:45 pm.

ULLAS
(ULLAS INNOCENT RAO)
IQAC. Co-ordinator
30/8/22)