

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL(IQAC)

The meeting was held at 11.30am on 01.02.2023 in Principal's room.

Members present

1. Dr. Sheeja M K, Principal
2. Dr. Soniya B, HOD-CS
3. Dr. Anilkumar S H, Dean, PG Studies
4. Dr. Anoop Kumar S, HOD- Mechanical
5. Dr. Nisha Jose, HOD- EC
6. Dr. G Mohan, Professor, Mechanical
7. Dr. SubuSurendran, Professor, CSE.
8. Dr. Anoop M S, Assistant Professor, Mechanical
9. Dr. Shimi Lawrence, Associate Professor, Civil
10. Dr. George M Joseph, Associate Professor, EC

Discussion

- The principal welcomes the committee members to the meeting
- The meeting decided to collect the following details from the HODs to access the current status of Student Faculty Ratio (SFR).
 1. Total number of faculty in the department: This should include the total number of full-time and guest/ contractual faculty members in the department.
 2. Number of regular faculty: This should include the number of faculty members who are employed on a regular basis.
 3. Percentage of regular faculty: This should be calculated as the ratio of the number of regular faculty members to the total number of faculty in the department, expressed as a percentage.
 4. Current SFR
- The meeting decided to maintain the SFR in each department within the range of 22 to 23.
- As per the decision of the meeting, the internal audit for the 2022-23 odd semester will be conducted on 21/02/23 & 22/02/23. The respective auditors have been assigned to carry out the audit and should submit the audit report to the Principal on or before 24/02/23.
- The internal audit for the 2022-23 even semester will be conducted in line with the external audit schedule set by the university.

Meeting concluded at 12.15 pm

Coordinator
IQAC