

Action Taken Report on IQAC Meeting Minutes (22-02-2018)

Meeting Date: 22-02-2018

Time: 3:00 PM - 4:00 PM

Location: Principal's Room

Agenda:

1. S1 Result Analysis
2. Analyze the Mentoring System
3. Discuss the External Audit Report

Members Present:

1. Dr. Anil Kumar S. H, Principal i/c
2. Dr. Subu Surendran, Coordinator
3. Dr. R. Ajith, HOD - ME
4. Dr. Soniya B, HOD - CSE
5. Dr. Jayasudha J. S., Professor, Dept. of CSE
6. Prof. Anoop Kumar S, Associate Professor, Dept. of ME
7. Dr. P. P. Thomas, HOD - BT
8. Dr. Anitha C. S., Associate Professor, Dept. of Mathematics
9. Dr. G. Mohan, Professor, Dept. of ME
10. Prof. Sajith Sethu P, Assistant Professor, Dept. of ECE
11. Dr. Shimi Lawrence, Coordinator – KTU
12. Prof. Preeja V, Assistant Professor, Dept. of CSE
13. Prof. George M Joseph, Assistant Professor, Dept. of ECE
14. Prof. Prakash U, Associate Professor, Dept. of ME

Actions Taken:

1. **S1 Result Analysis:**
 - **Strengthening Mentoring System:**
 - Weak students identified and assigned special attention.
 - Mentors to interact with students at least twice per semester.
 - Proper recording of mentoring details in the register.
 - **Experienced Faculty Recruitment:**
 - Recruitment of experienced faculty for Physics, Chemistry, and Mathematics initiated.
 - **Student Engagement:**
 - Initiatives to foster a positive attitude towards academic activities among students.
2. **Mentoring System:**
 - **Improvement Measures:**
 - Ensured proper conduct of mentoring sessions.
 - Regular interactions between mentors and students mandated.

- Detailed records of mentoring sessions maintained.
- 3. **External Audit Report:**
 - **Audit Satisfaction:**
 - Auditor expressed satisfaction with academic activities.
 - All activities aligned with the academic calendar.

The meeting concluded with a consensus on the above actions to be implemented effectively.

Coordinator
IQAC