

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

The meeting was held at 12.00 pm on 25.1.2024 in Principal's room.

### **Members present**

1. Dr. C Sathish Kumar, Principal
2. Dr. K B Radhakrishnan, HOD-BT
3. Dr. Anoop Kumar S, Dean Academics
4. Dr. G Mohan, Professor, Mechanical
5. Dr. SubuSurendran, Professor, CSE.
6. Smt. Sajitha Kumari, AO
7. Dr. Anoop M S, Assistant Professor, Mechanical

### **Agenda**

- Discussion on Shreya Maria Santhosh's long term Internship Request
- Establish the responsibilities of the interning students.

### **Discussion**

- The principal welcomes the committee members to the meeting
- The meeting discussed the request received from Shreya Maria Santhosh, 8<sup>th</sup> semester B.Tech CSE(AI&ML) student for attending full-time internship program at Visteon Technical & Services Centre Pvt. Ltd. The committee verified Shreya's eligibility by confirming her current CGPA and ensuring that she meets the necessary criteria for a long-term internship. After thorough examination, the offer letter from Visteon Technical & Services was found to be in compliance with the university's standards, including possessing the required facilities and expertise for a B.Tech level internship. The meeting decided to adhere the norms fixed by the University to do the long term internship and decided to forward the request of the Shreya Maria Santhosh to the University for the approval.
- To ensure a structured internship experience, the following guidelines were established:
  - ✓ The intern must submit joining reports, attendance statements, and weekly progress reports signed by the internship supervisor to the Faculty Adviser and HOD via email.
  - ✓ A minimum attendance of 85% must be maintained at the industry site.
  - ✓ The intern is obligated to maintain an internship diary, documenting project updates, observations, information, and suggestions.
  - ✓ Upon completion of the internship, the student is required to submit an internship diary, an internship report signed by the supervisor/project manager, a copy of the internship certificate, and feedback from the industry/internship supervisor. For students pursuing the Main Project, a project report is mandatory.
- The HOD-CS was entrusted with the responsibility of ensuring the conduct of online/special classes for students undergoing internships in their eighth semester. Attendance in these classes will be considered when calculating the minimum attendance required for end-semester examinations.
- The meeting concluded at 12.45 pm

Coordinator,IQAC

