

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

The meeting was held at 3.00pm on 7-08-2018 in Principal's room.

### **Agenda:**

1. Result Analysis (S2)
2. Finalize the academic calendar for the academic year 2018 -19

### **Attendance:**

#### **Members present**

1. Dr. K. Prabhakaran Nair, Principal
2. Dr. Subu Surendran, HOD -CSE (Coordinator)
3. Dr. R. Ajith, Dean, Students Affairs
4. Dr. Jayasudha J. S, Dean, Avcademics
5. Prof. M R Sarathchandradas, Dean, PG Studies
6. Dr. Soniya B, Professor, Dept. of CSE
7. Dr. P. P. Thomas, HOD-BT
8. Dr. Anitha C. S., Assoc. 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. Anoop Kumar S, Associate Professor- Dept. of ME
13. Prof. Susmitha Kumari, Assistant Professor, Dept. of BT
14. Prof. Preeja V, Assistant Professor, Dept. of CSE

#### **Members Absent**

1. Prof. George M Joseph, Assistant Professor- Dept. of ECE
2. Prof. Prakash U, Assoc. Professor, Dept. of ME

#### **Discussion/ Decisions**

1. The meeting analyzed the 2<sup>nd</sup> semester results of all departments, which is as follows

EC	- 78.6%
CS	- 75%
Mechanical	- 80%
Automobile	- 72%
Production	- 52%
BT	- 52.7%

It has been decided that improvement measures shall be taken by identifying weak students and to take remedial classes.

2. The meeting recommended convening an internal pass board meeting in the department and college level before publishing the internal marks. In the department level PAC has to convene a meeting to review the internal marks. In the college level the Committee comprises of the HOD,

Staff Advisor, faculty members handling subjects in respective classes should analyze the internal assessment.

3. The committee finalized the academic calendar for the academic year 2018-19.

The meeting concluded at 4.00 pm.

Coordinator  
IQAC