

Minutes and Action taken report of IQAC

Topic: IQAC Meeting		Date and Time: 29/03/2023, 12.10PM	Venue: Board room
Action Taken report on Previous meeting			
Previous meeting date: 13/12/2022			
SL No	Details of discussions	Action taken	
1	It is proposed to conduct 30 Hours Add on course for all second, third and fourth year students	Completed	
2	IQAC proposed to audit the internal examination answer scripts of S1 Courses by first year Coordinators.	Audited and some papers are sent for revaluation.	
3	It is proposed to remove further quality procedures for cloned question papers	Completed	
4	Girls Toilet cleaning frequency needs to be improved. Some of the pipes are broken in wash rooms in girl's toilet. Frequent auditing is required	Pending.	

29 March 2023 meeting minutes

SL No	Details of discussions	Target Date	Action	Remarks
1	Department IQAC members are entrusted to collect feedback from their departments and same will be discussed in the IQAC meeting for the action.	Next IQAC Meeting	Department IQAC Members	
2	During Timetable preparation, tough courses shall be allotted based on the preferences of the faculty	Next semester Timetable preparation	Dr Reema Mathew	
3	Raw data of feedback is required for NBA and NAAC. Details shall be incorporated in ERP	31/05/2023	Mr. Akhil, CSE Dept	After the consultation with Principal
4	It is proposed to circulate a google form for entering the details of rejected internal exam question papers.	Immediate effect	Dr Jayesh George	Form: https://forms.gle/JoxxHU4N2Wp4obWA9 Response: https://docs.google.com/spreadsheets/d/17bAG6DHXRPAZGGKpgIacUhEX_PUMNIjEr00Ixbelco0/edit?usp=sharing
5	IQAC proposes to conduct special booster class for slow learners in C	31/05/2023	Staff handling C Programming in S2	
6	A language lab with AI Capability is proposed	31/05/2023	Management	
7	Departments are requested to take additional responsibility to invite Core companies for placements.	31/05/2023	HoDs	