Minutes of the follow-up meeting on IQAC

Date : 28/10/24.
Time : 2:30 PM
Venue : Seminar Hall

Attendees :-

1. Dr. Harika . M.K principal
2. Swapna . V.P.
3. Sreeja . O.K.
4. Sai . K. Bharathi
5. Fasila . V.P.
6. Bareera . V.
7. Akshya . P.
8. Sruthi . K.

Agenda

1) Review of action items of the previous meeting
2) Review of quality Initiatives.
3) Student - centric Quality Initiatives.
4) Review of App works.
5) Any other matters with permission of the chair
6) closing Remarks & Next meeting Schedule.

1) Review action items from the previous meeting

Swapna. V.P. presented the Action Taken Report based on the decisions of the previous meeting.

a) Career guidance cell is formed under the Co-ordinator, Prajisha. T. Also the other members are Sai. K Barath and Rabeeba K.P. IQAC instructed them to take initiative on research and innovative activities

b) There are 32 committees are formed for the smooth functions of the Institutions

2) Reviews of the Quality Initiatives -

a) Feed back mechanism launched as part of continuous improvement practice (Students, faculties and Stake holders)

b) Collaboration with industry & alumini cmet for the placement of the final year Students

3) Student Centric - Quality Initiatives

a) Smart Class rooms - use of multi media tool like projector to make learning more engaging (BCA - dept)

b) Provide training on resume writing, interview skill and professional Communication.

c) Encouraging innovation and Startups through workshops and Industrial visit. Visited KINFRA @ Kakkancheri

4) Review of app works.

a) Concerned teachers are doing the app works properly.

b) IQAC tells all department co-ordinaters to monitor app work.

5) - Discuss the activities mentioned in the academic calender prepared by each department.

Decisions

1. The academic calenders prepared by each dept. was discussed and was finding in line with the university calender. It was decided to direct departments to introduce new certificate courses this academic year.

2. Decided to conduct an ~~orientation~~ Orientation programme for teachers

3 IQAC decided to extent technical support to all faculty members in relation to APP work.

4. IQAC encourage the faculty member to participate in faculty development programmes and work shops related to outcome based education.

5. The Internal examination is conducted according to the UG & PG regulations of the University of Calicut.

Conclusion

The meeting concluded with vote of thanks by Rasila VP and was agreed that the next meeting will be held on 18/11/2024

→ Prepared by Sreepna V P 28/10/24

• Meeting adjourned at 3.30 pm