Date : 18/11/24.
Time : 2.30 pm.
Venue : Seminar hall.

Attendees :-

1. Dr. Haritha . M.K principal
2. Swapna. V.P.
3. Sreeja O.K
4. Sai . K. Bharath
5. Fasila . V.P.
6. Bareera. V.
7. Akshay . P
8. Sruthi . K.

Agenda :-

1. Review of the action items of the previous meeting.
2. Student induction programme for first year including University exam and code of Conduct
3. To approve the revised list of faculties in charge of various clubs, cells and committees of the present academic year.
4. To strengthen the quality of research culture.

5. To discuss the progress of add on courses provided to first year students

6. To discuss the activities mentioned in the academic calendar prepared by each department.

D) Review of the action items of the previous meeting

Swapna V.P presented the action taken report based on the decision of the previous meeting.

a) Reminded the departments about Starting certificate courses.

b) Orientation programme declared to conduct on Nov. 30th

c) IQAC departmental co-ordinators provides technical support to the teaches of the respective departments.

d) All the departments are conducted their Internal examinations. Furthermore, 5th semester Internal marks and OPC uploaded to the website

2) Student Induction programme for 1st years also University exams and code of conduct

a) Student Induction programme and management games are Conducted on 11/11/2024 It has lead to follow good code of conduct of students.

3) a) All the committees are rescheduled and approved by the IQAC.

4) To Strengthen the Quality of research Culture

encourage all attendance at workshops, Seminars and conferences to keep researchers updated on current trends and techniques

5) Discussion on add-on courses

a) Around 20 students from all the departments were have been provided add-on courses on "Digital marketing"

b) The second batch of Add-on courses will start in January

6) Activities Related with academic Calender

a) IQAC Instructed to all dept

To follow academic calendar & carry-out activities as per the calender.

Decisions

1) Strengthen Student Support System like mentoring and counselling services
2) establish collaboration with Industrials & other institutions
3) Upgrade classrooms technology
4) Improve library resources
5) monitoring the effectiveness of teaching learning process through feedback.

Conclusion

The meeting conducted with vote of thanks by Sruthi K. It was agreed that the meeting will be on 9/12/2024

Prepared by Swapna V.P

meeting adjourned at 3.30pm

18/11/24