

# MUSLIM ASSOCIATION COLLEGE OF ENGINEERING

VENJARAMOODU

## Internal Quality Assurance Cell Meeting

The IQAC meeting for Academic Session 2022-23 was held on 1<sup>st</sup> November 2022. The following members attended the meeting:

Dr Praveen Kumar (Chairman of IQAC)

Mr. Umar Shehab (Director of MACE)

Mrs. Shefin Shoukath (Coordinator of IQAC)

Mrs. Jismi. K (Asso Prof, ECE)

Mrs. Jasnah Hakkim (Asst Prof, EEE)

Mrs. Roshna. B (Asst Prof, CSE)

Mr. Ramesh M. S (Asst Prof, ME)

Mrs. Geena G S (Asst Prof, CE)

Mr. Ahamed Sha (HOD, S&H)

Mr. Jalal (AO)

### **Agenda:**

|   |  |
|---|--|
| 1 | Review of the previous minutes of IQAC Meeting.              |
| 2 | Action taken report on the decisions of the previous meeting |
| 3 | Commencement of first series exam                            |
| 4 | Conduct the first auditing of the odd semester.              |

The Chairman Dr Praveen Kumar welcomed the members and the following points were discussed in the meeting:

### **Minutes:**

1. Review of the previous meeting and Action taken: Review of the previous IQAC meeting was conducted and a formal discussion was done with all IQAC members. The minutes of the meeting were approved by the IQAC members.

### **Recommendations:**

Conduct (good morning) daily tests for all semesters and to consolidate the test marks.

Action taken:

conducted daily test and thus for its implementation, marks of the daily test were consolidated weekly and published in the dept. notice board and consequently a PTA meeting was conducted for the S5 students to improve their performance.

2. Conduct first internal auditing:As KTU intimated about the auditing of the odd semesters , the chairman discussed about the dates to be conduct auditing in each departments and also finalized its members. The chairman also suggested to give an orientation to all new staff members about preparing the course files.
3. The commencement date of the first series exam is finalized and it is decided to conduct the first series exam for B.Tech S7 from 2<sup>nd</sup> November,2022 and S3 and S5 students from 7<sup>th</sup>November-2022.

IQAC Coordinator, proposed the vote of thanks to all IQAC members. The next IQAC meeting is unanimously proposed in the month of October 2022.