

# MUSLIM ASSOCIATION COLLEGE OF ENGINEERING

VENJARAMOODU

## Internal Quality Assurance Cell Meeting

The IQAC meeting for Academic Session 2023-24 was held on 15<sup>th</sup> September 2023. The following members attended the meeting:

Dr Praveen Kumar (Chairman of IQAC)

Prof. Umar Shehab (Director of MACE)

Dr. Shefin Shoukath (IQAC Coordinator)

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. Dhanya Murali (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 Chairperson 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:

Inform about the attendance of their wards to parents.

Action taken:

Consolidated attendance weekly by staff advisors and published in the dept. notice board and consequently a PTA meeting was conducted for the students to inform the parents about the same.

2. Conduct first internal auditing: Chairman discussed about the dates to conduct first auditing of this semester in each departments and also finalized its members.
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 and S5 in the month of October 2023 and for S3 and S1 students in the month of November 2023 .

IQAC Coordinator, proposed the vote of thanks to all IQAC members. The next IQAC meeting is unanimously proposed in the month of November 2023.

  
**Principal**



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### Agenda:

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

The Chairperson 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:

Inform the test marks to parents.

Action taken:

Conducted PTA meeting.

2. Conduct second internal auditing: Chairman discussed about the dates to conduct second auditing of the odd semesters in each departments and also finalized its members.
3. The commencement date of the second series exam is finalized and it is decided to conduct the second series exam for B.Tech S7 and S5 in the month of November, 2023 and for S3 and S1 students in the month of November, 2023 .

IQAC Coordinator, proposed the vote of thanks to all IQAC members. The next IQAC meeting is unanimously proposed in the month of January 2024.

  
Principal