



MES COLLEGE OF ENGINEERING AND TECHNOLOGY, KUNNUKARA

NOTICE

DATE:01/11/2023

MESCET/IQAC/ 64 /2023

MEETING AGENDA

To discuss about internal audit

This notice is intended to inform that an IQAC meeting will be conducted at Principal's room on 03-11-2023 at 12:30 pm . All HOD's and the following members should attend the meeting.

Chairperson

Dr. Preetha R Nair Principal

Staff Members

- | | | |
|---|-------------------|----------------------|
| 1 | Maya Unnikrishnan | IQAC Coordinator |
| 2 | Teena P Benny | IQAC Co- Coordinator |
| 3 | Deepa K Davis | Asst.Professor (ECE) |
| 4 | Sameena V A | Asst.Professor (CE) |
| 5 | Akhil V | Asst. Professor (ME) |
| 6 | Sajna Salim | Asst.Professor (CSE) |
| 7 | Aiswarya M | Asst.Professor (S&H) |

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IQAC COORDINATOR



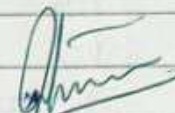
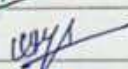

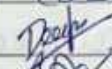
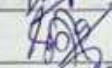
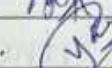


PRINCIPAL

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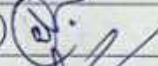


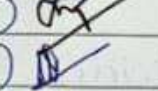
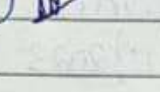
Copy to: PRINCIPAL, HOD'S,DQAC's, Notice board

Date: 03/11/2023.

An IQAC meeting was conducted at Principal's room on 03/11/2023. Following members were present.

Dr. Preetha R. Nair :- Principal 
 Maya Unnikrishnan - Co-ordinator 
 Teena P. Benny - Co-ordinator 
 Staffs Deepa K. Davis (ECE) 
 Sameena V.A (CE) 
 Akhil V (ME) 
 Sajna Salim (CSE) 
 Aiswarya M. (S & H) 

HOD'S

Dr. Lakshmi R. Nair (ECE) 
 Prof. Remesh K.M (CSE) 
 Dr. Jharon Thomas (ME) 
 Soumya Sadanandan (CE) 
 Nishamol P.A. (S & H) 

Minutes

1. Review of previous IQAC meeting was done and ensured that all necessary actions were taken.
2. Review of the semester exams conducted was done and analyzed the performance of the students.
3. Discussed about the measures to improve the academic performance of the students by

conducting remedial classes during Remedial/Library hour of the regular timetable.

4. Discussed about the first internal audit. All DQAC members are ~~requested~~ requested to conduct audit in their respective departments and submit the report to the IQAC.

5. Retest :- Conduct of retest for absentees were discussed.

5. All departments are requested to do CO-PO attainment of each student of the previous semesters.

Decisions made.

1. Decided to conduct remedial classes for weak students during Library/Remedial hour of the regular timetable.

2. Decided to conduct first internal audit on 06/11/2023 by DQAC.

3. Decided to conduct retest immediately after the series exam.

Actions taken

1. Remedial classes for weak students were conducted during the remedial hours according to a timetable.

2. First internal audit was conducted smoothly and the reports were handed

over to the IQAC

3. All departments conducted retest immediately after the series exam.

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