



MES COLLEGE OF ENGINEERING AND TECHNOLOGY, KUNNUKARA

NOTICE

DATE:06/02/2024

MESCET/IQAC/ 68 /2024

MEETING AGENDA

To discuss about series exam QP pattern

This notice is intended to inform that an IQAC meeting will be conducted at Principal's room on 09-02-2024 at 10:30 am . All HOD's are requested to attend the meeting.

Chairperson

Dr. Preetha R Nair Principal

Members

- 1 Prof. Remesh K M Dean (Academics), HOD,CSE
- 2 Dr. Lakshmi R Nair HOD,ECE
- 3 Vinu Sebastian HOD,ME
- 4 Soumya Sadanandan HOD,CE
- 5 Anju Raj V HOD, EEE
- 6 Nishamol P A HOD, S&H
- 7 Marya Innikrishnan IQAC Coordinator

06/02/2024
IQAC COORDINATOR

PRINCIPAL *06/2/24*

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





MES COLLEGE OF ENGINEERING AND TECHNOLOGY ,KUNNUKARA

INTERNAL QUALITY ASSURANCE CELL MINUTES OF THE MEETING

AGENDA: New semester activities

Date : 09/02/2024

Venue: Principal's room

Time: 10:30am

Sl No:	MEMBERS		SIGNATURE
1	Dr.Preetha R Nair	Principal, MES CET	
2	Prof. Remesh K M	Dean(Academics) HOD,CSE	
3	Dr.Lakshmi R Nair	HOD, ECE	
4	Vinu Sebastian	HOD, ME	
5	Soumya Sadanandan	HOD, CE	
6	Anju Raj V	HOD, EEE	
7	Nishamol P A	HOD, S&H	
8	Maya Unnikrishnan	IQAC COORDINATOR	

Members absent: NIL

Points discussed:

- 1 Preparation of college calender, Handbook, Department calender
- 2 Proper conduct of DQAC meetings
- 3 Preparation of course diary before the commencement of classes
- 4 Strategies to improve discipline
- 5 Strategies to improve academic results
- 6 Activities of cells and various clubs
- 7 Discussion on the revised format of KTU series exam and timing , also new question paper pattern was approved for circulation
- 8 Strategies to increase the number of first time pass percentage of final year students
- 9 Planning of extra curricular and co-curricular activities
- 10 Placement orientation classes for final year students
- 11 Encourage the students to participate in national level project expo

WY
09/02/2024
IQAC COORDNATOR

**INTERNAL QUALITY ASSURANCE CELL****ACTION TAKEN REPORT OF IQAC MEETING HELD ON 09/02/2024**

SL NO	DECISIONS	ACTION TAKEN
1	Placement orientation classes for final year students	Placement orientation classes given for final year students
2	Encouraged students to attend project expo/conference	One day industrial visit in all departments
3	Remedial measures to improve the academic performance of students	Instructed HOD's to ensure student attendance in regular and remedial classes
4	All HOD's are requested to submit the plan of activities of their respective departments so as to include in the college calender	Follow up initiated through DQAC's
5	Reports of various cells and clubs should be collected regularly	Reports of all cells and clubs collected half yearly
6	Planned extra curricular and co curricular activities without affecting the academics	All activities should be conducted at the beginning of the semester
7	Conduct of DQAC Meetings	All departments are requested to conduct DQAC meetings regularly

PRINCIPAL