



MES COLLEGE OF ENGINEERING AND TECHNOLOGY, KUNNUKARA

NOTICE

DATE:21/03/2024

MESCET/IQAC/ 69 /2024

MEETING AGENDA

To discuss about the retest

This notice is intended to inform that an IQAC meeting will be conducted at Principal's room on 22-03-2024 at 11:30 am . 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 | Chitra G Sasi | Asst.Professor (CSE) |
| 7 | Aiswarya M | Asst.Professor (S&H) |

21/03/2024
IQAC COORDINATOR

PRINCIPAL

[Signature]
21/3/24

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: Retest Scheduling

Date : 22/03/2024

Venue: Principal's room

Time:11:30am

Sl No:	MEMBERS		SIGNATURE
1	Dr.Preetha R Nair	Principal,MESCET	
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	
9	Teena P Benny	IQAC CO - COORDINATOR	— leave —
10	Deepa K Davis	ECE	
11	Chitra G Sasi	CSE	
12	Akhil V	ME	
13	Sameena V A	CE	
14	Aiswarya M	S&H	

Members absent: Teena P Benny

Points discussed:

- 1 Retest shedding on time
- 2 Condonation form preparation
- 3 Course outcome calculation
- 4 FE students internals should be ready before exam
- 5 Strategies to improve academic results
- 6 Online classes to be conducted
- 7 Monitoring of first year students by tutors
- 8 Class on CO-PO calculation for faculties as part of NBA accreditation preparation for CSE department

22/3/24
IQAC COORDINATOR



INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT OF IQAC MEETING HELD ON 22/03/2024

SL NO	DECISIONS	ACTION TAKEN
1	Class on CO-PO calculation for faculties should be done	Conducted a class on CO-PO calculation for all faculties on 16-03-2024
2	Remedial measures to improve the academic performance of students	Instructed concerned tutors to ensure student attendance in remedial classes
3	Strict monitoring of first year students should be done	Tutors were instructed to update the performance of their students to the parents
4	Conduct retest at the end of the semester	Retest should be conducted after second series for absentees with genuine reasons only.
5	Online classes should be conducted to complete the portions on time	Online classes were conducted by faculties to complete portions and attendance were handed over to concerned HOD's

PRINCIPAL