



MES COLLEGE OF ENGINEERING AND TECHNOLOGY ,KUNNUKARA

INTERNAL QUALITY ASSURANCE CELL MINUTES OF THE MEETING

AGENDA: End semester activities

Venue: Principal's room

Date : 21/10/2024

Time:12:30 pm

SI No:	MEMBERS		SIGNATURE
1	Dr.Preetha R Nair	Principal,MESCET	
2	Prof. Remesh K M	Dean(Acadamics) 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	Sreejith S	IQAC CO - COORDINATOR(ME)	
10	Dēepa K Davis	ECE	
11	Shruthi Chandran	CSE	
12	Auglet Nilopher Aruja	AI&DS	
13	Aiswarya M	S&H	

Members absent: Sameena V A

Points discussed:

- 1 Retest scheduling on time
- 2 Start of more Professional societies
- 3 Course outcome calculation
- 4 Improve the conduct of departmental activities
- 5 Online classes to be conducted for completing the portions
- 6 Monitoring of first year students

SL NO	DECISIONS	ACTION TAKEN
1	First year students should be strictly monitored	Strict actions were implemented to maintain discipline in the campus
2	Encouraged students for industrial visit	One day industrial visit conducted in CE department
3	All faculties should complete the portions in advance to conduct revision classes	Online classes were conducted to complete the portions on time
4	Atleast two departmental activities should be conducted in each semester	ECE association was inaugurated and a one day FDP on 'Matlab and simulink' conducted. Expert talks conducted at CSE and CE deaprtments
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	Game devolpment workshop conducted
7	Activities should be conducted as part of Professional societies	Membership devolpment session was given to first year students as part of IEEE SB of the college

Abhinav