

CHRIST

COLLEGE OF ENGINEERING

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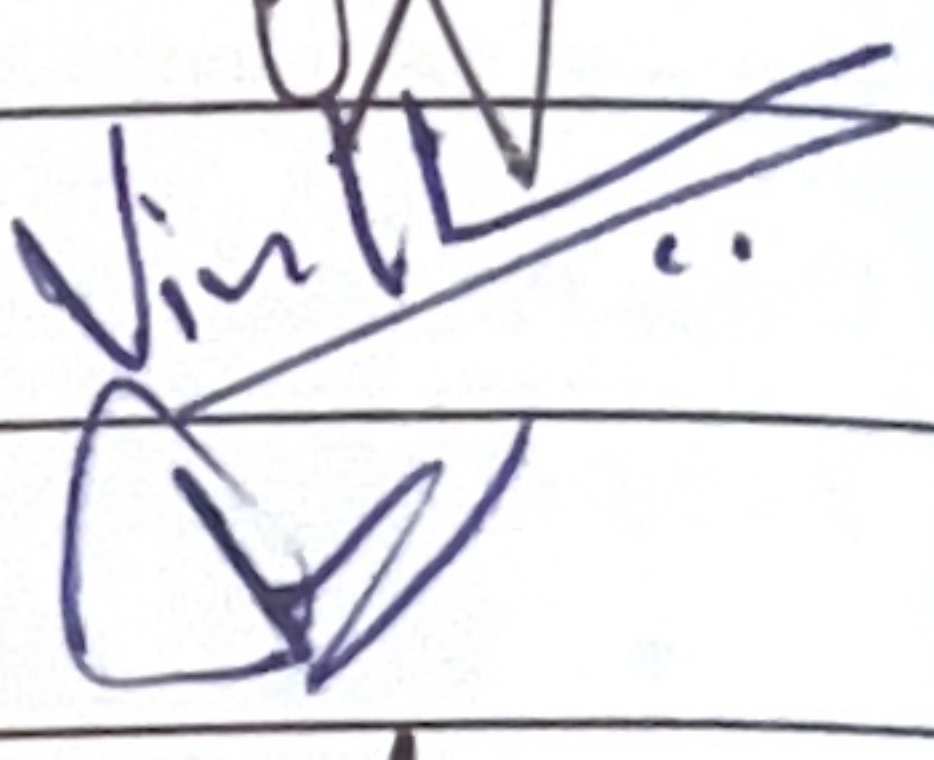
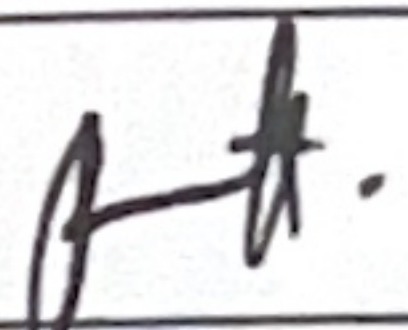
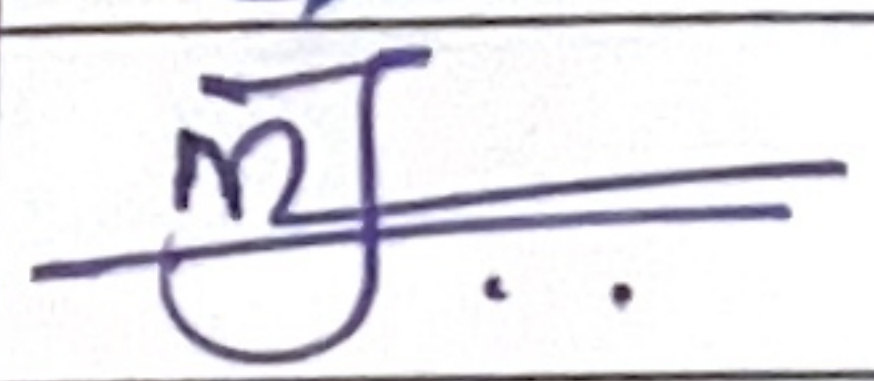
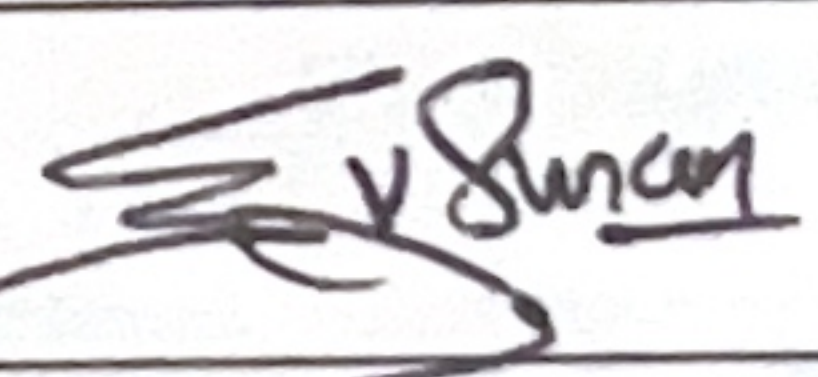
MINUTES OF MEETING

Date: 06-02-2024	Time: 1:00 PM	Venue: St. Mary's Block board room
Name of the meeting: IQAC Meeting		
Period of review: 24/01/2024 to 06/02/2024		
Department: All Departments		
Review of previous meeting minutes:		
Final Internal audit of odd semester was successfully conducted on 18/01/2024 and 19/01/2024.		
Agenda of this meeting:		
- Further documentation of NBA. - Assessment of institution calendar for 2023-2024 academic year (January 2024 - June 2024)		

Discussions:

Sl. No.	Decisions Taken/Action Required	Responsibility	Target Date
1	All Heads of departments were suggested to ensure documentation will be done for every event held in department.	Faculties	1 month
2	Decided to conduct a motivational session on "Pursuing research".	Dr. Caren Babu Ms. Juna Antony	2 months
3	Suggested to conduct series test based on KTU calendar date and series test pattern as KTU format.	Faculties	3 months

Members Attended:

Name	Designation	Signature
Dr. Sajeev John	Chairman, Principal, CCE	
Dr. Caren Babu	IQAC Coordinator, Associate Professor	
Ms. Vinitha Sharon	Member, Assistant Professor	
Mr. Jinu K.T	Member, Assistant Professor	
Mr. Prasanth K Baby	Member, Assistant Professor	
Mr. Haris Thomas	Member, Assistant Professor	
Ms. Juna Antony	Member, Assistant Professor	
Ms. Susan Varghese	Member	

Prepared by:

DR. CAREN BABU

Approved by: DR. SAJEEV JOHN