

CHRIST

COLLEGE OF ENGINEERING

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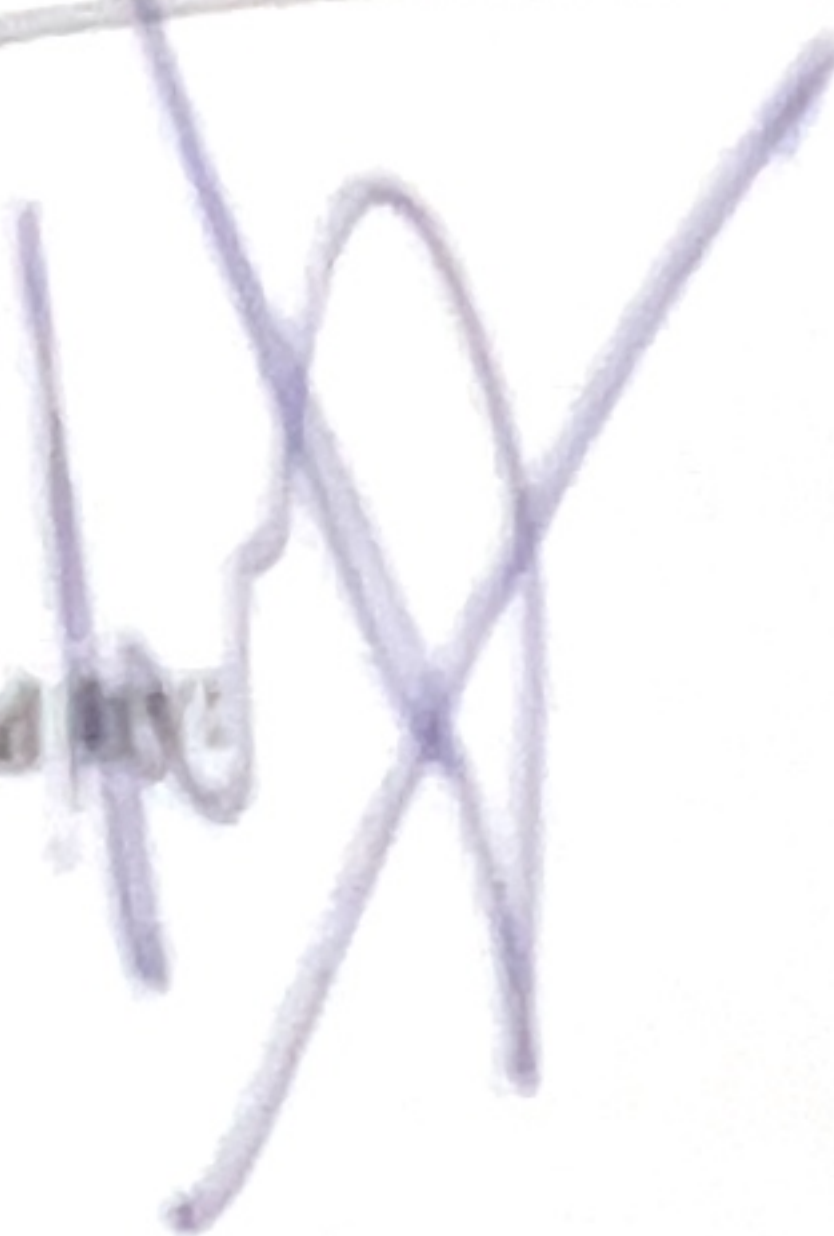
MINUTES OF MEETING

Date: 07-08-2023	Time: 12:00 PM	Venue: St. Mary's Block board room
Name of the meeting: IQAC Meeting		
Period of review: 06/06/2023 to 07/08/2023		
Department: All Departments		
Review of previous meeting minutes: - Internal audit was successfully conducted on 14/6/2023 and 15/6/2023. - Successfully uploaded SAR of various criteria for NBA		
Agenda of this meeting: - Review on KTU external audit conducted on 27/07/23 - Further documentation of NBA - Preparation of institution calender of 2023-2024 academic year		

Discussions:

Sl. No.	Decisions Taken/Action Required	Responsibility	Target Date
1	Based on suggetions from KTU external auditor the following decisions were taken .		
	Ensure that tutorial register have to be maintained in each departments.	Faculties	1 month .
	Syllabus book should be available in each department.	Faculties	1 week
	Encourage students and faculty for MOOC Courses.	Faculties	6 months
	Suggested to conduct series test based on KTU calender date and series test pattern as KTU format.	Faculties	3 months

2	Decided to prepare institution calender for the academic year 2023-2024	Mr.Jinu K T	1 month
3	Instructed to complete further documentations of NBA	Faculties	1 month

Prepared by: 


Approved by: