

KMEA ENGINEERING COLLEGE

Minutes of the working core committee meeting

Subject: Review of IQAC Activity

Date of Meeting: 17/6/20

Time: 1pm

Venue: IQAC Office

To: Principal

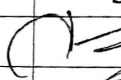
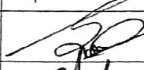
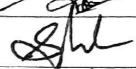
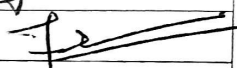


CC: Coordinator & Members

Date of issue: 17/6/20

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Members Present

Sl.no	Name & Designation	Signature
1	Dr. Bijesh Paul, (Professor & HOD)- Coordinator	
2	Prof Sunitha Rani (Assoc Prof-CE)- Co: Coordinator IQAC	
3	Prof Shaila C.K (Asst Prof-EI)-Secretary	
4	Prof Fareeda Kareem (Assoc Prof -EE)-Academics & audit	
5	Prof Veena K Viswam (Asst Prof-CS)-Quality Benchmarking & Activities	
6	Prof Nazeema (Asst Prof-BSH)-Exam cell	

Absentees with apology: Nil

Sl.no	Minutes	Action By	Remarks/ Target date
	Meeting started with a word of welcome by the coordinator at 1pm		
	Agenda 1. Review of SSR submission, DVV process & Peer team visit. 2. Forming of NBA accreditation committee 3. Review of online classes 4. Review of admission process 5. Review of covid related activities 6. Plan of action of webinar series 7. Proposal for e Yanthra lab in association with IIT Mumbai with Dr. Sangeetha as coordinator.		
	Discussion 1. Coordinator informed the committee members about DVV process and status of NAAC peer team visit. 2. Coordinator briefed about the new team for NBA accreditation under Dr. Bibin vincent 3. Advantages and disadvantages of online classes were discussed.	Dr. Bijesh Paul Dr. Bijesh Paul Prof Fareeda	Visit postponed. Committee formed. Conducted accordingly

	<p>4. Admission co ordinator briefed the committee regarding the progress need in the admission process.</p> <p>5. Covid related socially relevant activities like manufacture & supply of pedal operated sanitizing unit, U V Sanitizer, and masks were briefed</p> <p>6. Webinar series progress and proposal of e Yantra lab were discussed.</p>	<p>Prof Veena</p> <p>Prof Veena</p> <p>Prof Veena</p>	<p>Management admission progress effectively.</p> <p>Progress discussed.</p> <p>Proposal discussed</p>
	<p>Conclusion All members decided to implement the decisions as per schedule</p>		


 ZGAC.
 CO: ordinator.

