

MEA ENGINEERING COLLEGE, PERINTHALMANNA

MINUTES OF IQAC dated March 19, 2018

Meeting is Presided by: Dr. Rajin M. Linus, Principal – Chairman, IQAC

Venue: Principal's Cabin

Time: 10:00 AM

Members present:

Sl. No.	Name, Designation & Affiliation
1	Prof. (Dr) V H Abdul Salam, Director – Senior Administrative Officer, IQAC
2	Mr. Zubair C K, Administration Manager – Senior Administrative Officer, IQAC
3	Mr. Haneesh Babu K T, Vice Principal – Senior Teacher, IQAC
4	Mr. Sreeram S., Dean (Academics) – Director, IQAC
5	Dr. Abdul Gafur M., HOD-CSE – Senior Teacher, IQAC
6	Dr. Abdul Majeed, HOD-ECE – Senior Teacher, IQAC
7	Dr. Asokan O., HOD-EEE – Senior Teacher, IQAC
8	Dr. G. Ramesh, HOD-ME – Senior Teacher, IQAC
9	Dr. Raji M., HOD-IT – Senior Teacher, IQAC
10	Mr. B S Baiju, HOD-S&H – Senior Teacher, IQAC
11	Mr. Sadiquali, HOD-DMS – Senior Teacher, IQAC
12	Ms. Yasmin N, HOD-CE – Senior Teacher, IQAC

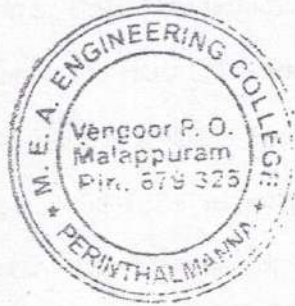
Decisions:

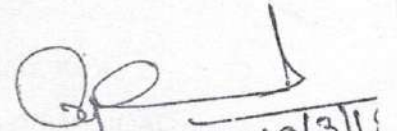
1. Commence the Vacation slots (1 slot = 1 week) for faculty members and staffs from 29.04.2018 to 14.07.2018. Faculty members / Staff could take a maximum of 4 slots as per convenience and agreed by Dept. Heads. Faculty members / staff with 10 months of service in the Institution is eligible for vacation.
2. Conduct summer classes for eligible students from last week of April, 2018 onwards. The dates for summer course for first year courses will be scheduled by Dean (Academics) and courses in higher semesters will be scheduled by respective Department Heads in consultation with the faculty member handling the course.
3. Special care has to be taken by the Department (like Remedial classes, peer-to-peer teaching) for students who had failed in series examination after regular working hours or during free time or on holidays.
4. It is decided to conduct Orientation classes for Plus 2 students registered for STREAM'18 during the month of May, 2018.
5. Dean (Academics) is entrusted to frame Timetable for first year classes and respective Department has to take care for higher semesters. The timetable has to be published during first week of July, 2018.
6. The Nodal officer of Innovations and Entrepreneurship Development Cell (IEDC, in short) Ms. Jeeja Menon is directed to initiate steps to conduct / participate Startup related programmes like Faculty Development programmes for promoting initiations from Faculty members interested in Entrepreneurship activities. The IEDC is directed

to approach EDII in association with CEED and Kerala Startup Mission during vacation period.

7. The Heads of all Departments has to inform the Tutors of all classes to initiate necessary steps to communicate / arrange facilities for eligible students to undergo Industrial training during vacation period. The Certificates of training shall be collected from students by the tutors for adding Activity points.


Director, IQAC




Chairman, IQAC 19/3/16
Principal
MEA Engineering College
Perinthalmanna