

MUSLIM ASSOCIATION COLLEGE OF ENGINEERING

VENJARAMOODU

Internal Quality Assurance Cell Meeting

The first meeting of this semester (January –May 2020) was convened by the Principal in charge on 16th January 2020. The attendees of the meeting are:

Mrs.Sajitha P(Principal In charge)

Mr.Umar Shehab (Director of MACE)

Mrs.Shefin Shoukath (Coordinator of IQAC)

Mrs.Jismi.K

Ms. Jasnah Hakkim

Mrs. Roshna.B

Mr. Ramesh M.S

Mrs. Geena G S

Mrs.Lekshmi R

Mr.Jalal(AO)

Agenda:

- 1 Chairman welcomed the attendees of the meeting
- 2 Discussion and approval of academic calendar .
- 3 Submission of proposal of conferences ,FDP,worksop etc.
- 4 Activities proposed for the current semester
- 5 Submission of course planning
- 6 Submission of question set for each assigned courses

Minutes:

- 1 The meeting began by welcoming the attendees by the Chairman .
- 2 Discussed about the academic calendar of the current semester (Jan- May 2020) and was approved.
- 3 It was decided to take feedback response from students through website.
- 4 The chairman also directed to conduct meetings of various committees.
- 5 It was also decided to conduct the internal auditing after first and second series in this semester.

- 6 Decided to conduct department meeting to discuss about PO attainment for each course .
- 7 Discussed and finalized the dates to conduct seminars and workshops by various departments of the college. The following are the tentative dates to conduct the workshop :

DEPARTMENTS	TENTAIVE DATES
Department of Mechanical Engineering	17 th January
Department of Civil Engineering	29 th ,30 th January
Department of Electrical &Electronics Engineering	5 th &6 th February
Department of Electronics & Communication Engineering	4 th February
Department of Computer Science Engineering	10 th & 11 th February

The Department of EEE also decided to conduct a workshop on “SolarPowered Rechargeable LED Emergency Light” as a community Program for school students on 22nd January,2020.

- 8 The date to conduct the sports day during this semester is also finalized.
- 9 The technical fest was finalized to conduct on 1st February,2020
- 10 The Arts day and Impulse was finalized to conduct during the month of March,2020.

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23/1/2020

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23/01/2020