

LBS INSTITUTE OF TECHNOLOGY FOR WOMEN, POOJAPPURA

MINUTES OF IQAC MEETING

Date: 04.07.2024

Minutes of the meeting held in Conference Room on 04.07.2024 Thursday at 2.00 PM

MEMBERS PRESENT

1. Dr. Smithamol M.B., Principal (Chairman)
2. Dr. Kanjana G., Assistant Professor, ECE Dept. (Convenor)
3. Prof. Soju Ravi K., Assistant Professor, ECE Dept.
4. Dr. Anilkumar E.N., Assistant Professor, ME
5. Sri. Sarath Chandran Unnithan, Administrative Officer
6. Dr. Reena M. Roy, Assistant Professor, ECE Dept.
7. Dr. Lekshmy P.L., Assistant Professor, CSE Dept.
8. Prof. Sruthi M., Assistant Professor, CE Dept.
9. Dr. Smitha Vas P., Assistant Professor, CSE Dept.
10. Prof. Lekshmi S., Assistant Professor, Mathematics.

AGENDA

1. Planning of academic activities at the beginning of the semester
2. Dates of module committee, PAC, DQAC and DAB meeting to be finalized in the academic calendar
3. Revision of the IQAC Committee

The meeting started at 2.00 PM with a brief welcome speech and detailing the agenda by the coordinator.

Decisions Taken

1. It was decided to complete the final internal audit of the previous semester on July 15th
2. It was decided to complete the attainment of 2019-2023 batch on July 31st and that of 2020-2024 batch on August 15th, 2024.
3. Approved the dates of module committee, PAC, DQAC and DAB meetings in the academic calendar.

4. It was decided to revise the IQAC as per the structure/composition.
5. It was decided to establish a standardized format for the internal audit report. A team comprising 3 members (Prof. Soju Ravi K., Prof. Gisha G.S. and Prof. Lekshmi S.) has been assigned to complete this task.

The meeting came to an end at 2.45 PM with concluding remarks and vote of thanks by the Coordinator.