

LBS INSTITUTE OF TECHNOLOGY FOR WOMEN, POOJAPPURA

MINUTES OF IQAC MEETING

Date: 09.11.2023

Minutes of the meeting held on 09.11.2023 Thursday @12.30 PM at Conference Room

MEMBERS PRESENT

1. Dr. Jayamohan J., Principal, LBSITW (Chairman)
2. Prof. Kanjana G., Assistant Professor, ECE Dept. (Convenor)
3. Prof. Sruthi M., Assistant Professor, CE Dept.
4. Dr. Smitha Vas P., Assistant Professor, CSE Dept.
5. Dr. Reena M. Roy, Assistant Professor, ECE Dept.
6. Dr. Lekshmy P.L., Assistant Professor, CSE Dept.
7. Prof. Gisha G.S., Assistant Professor, CSE Dept.
8. Prof. Lekshmi S., Assistant Professor, Mathematics.

AGENDA

1. Discussion in view with the Internal Audit
2. Any other matter permitted by the Chair

The meeting started at 12.30 pm with a brief welcome speech and detailing the agenda by the coordinator.

Decisions Taken

1. It was decided to conduct the internal audit by IQAC, on an inter-department basis in the fourth week of November 2023.
2. It was decided to make available all the files (A,B,C,D files) for verification, as indicated in the Academic Audit manual by KTU. The course files of current semester, attainment calculations of previous semesters, module committee meeting minutes, PAC, DQAC and DAB meeting minutes also should be made available for verification.

The meeting came to an end at 1.15 pm with concluding remarks and vote of thanks by the Coordinator.