

LBS INSTITUTE OF TECHNOLOGY FOR WOMEN, POOJAPPURA

MINUTES OF IQAC MEETING

Date: 10.10.2024

Minutes of the meeting held in Conference Room on 10.10.2024 Thursday at 12.30 PM

MEMBERS PRESENT

1. Dr. Smithamol M.B., Principal (Chairman)
2. Dr. Kanjana G., Assistant Professor, ECE Dept. (Convenor)
3. Dr. Suma Sekhar, Associate Professor, ECE Dept.
4. Dr. Anitha Kumari S., Associate Professor, CSE Dept.
5. Dr. Sajan Jerome, Assistant Professor, ME Dept.
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. Gisha G.S., Assistant Professor, CSE Dept.
11. 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 complete the first internal audit of the current semester before October 25th, 2024.
2. The second internal audit of the current semester should be completed by December 1st, 2024.
3. The IQAC committee members must verify in December 2024 whether the deficiencies reported by the external auditors from Kasargod regarding the audit have been resolved.

4. The question paper should be prepared in a way that provides students with adequate time to answer it. This must be ensured while scrutinizing the question papers.
5. The Heads of Departments should issue an internal order appointing the accreditation criteria coordinators within their respective departments.
6. The curriculum for the 2024 scheme should be reviewed by the IQAC, and the format for the series of question papers should be developed.
7. The Student-Faculty Ratio (SFR), including first-year faculty, should be calculated department wise.

The meeting came to an end at 1 PM with concluding remarks and vote of thanks by the Coordinator.