

LBS INSTITUTE OF TECHNOLOGY FOR WOMEN, POOJAPPURA

MINUTES OF IQAC MEETING

Date: 27.03.2024

Minutes of the meeting held in Conference Room on 27.03.2024 Wednesday at 12.30 PM

MEMBERS PRESENT

1. Dr. Anitha Kumari S., HOD, CSE Dept.
2. Dr. Suma Sekhar., HOD, ECE Dept.
3. Dr. Kanjana G., Assistant Professor, ECE Dept. (Coordinator)
4. Prof. Sruthi M., Assistant Professor, CE Dept.
5. Dr. Smitha Vas P., Assistant Professor, CSE Dept.
6. Dr. Reena M. Roy, Assistant Professor, ECE Dept.
7. Prof. Lekshmi S., Assistant Professor, Mathematics.

AGENDA

1. Discussion of the matters regarding 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 first week of April 2024. 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.
2. All the B.Tech and M.Tech project batches should be strictly instructed to publish their work in SCI/Scopus indexed journal/conference.

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