

Minutes of meeting of IQAC dated 21.12.2018

The committee met at 10.00 A.M. at the Management Room discussed the arrangements and preparations to be made for the Peer team visit of NAAC, scheduled to be on 21st and 22nd of January, 2019.

The meeting made an evaluation of the college based on a visit to SCMS College of Engineering, Karukuthy, Ernakulam (Dt.) In the light of the discussion with the NAAC Coordinator of SCMS College, Dr. G Ramesh, Coordinator of IQAC, MEAEC made all HoDs aware of the nature of evaluation of the Peer team visit-details. It is decided that the faculties should ensure the perfect functioning of all the facilities uploaded in SSR.

Each and every activity of all the departments including leaves should be recorded in each department. Any file can be asked by the expert team to be verified.

The meeting decided that there should be separate tutorial hours in the time table.

It is decided to incorporate the Placement Officer as one of the members of IQAC.

Teachers can come and work towards the steps of accreditation on vacation days if needed.

NBA Coordinator demanded a classification of committees in the college as statutory and non-statutory bodies.

Faculty members have to be made aware of the service rule, when it is approved by the Management.

IQAC has to take into account the Feedback on Faculty from students and take corrective measures based on that.

Mr. Jamsheer was invited to assign the duty of updating and modernizing the college website.

Mr. Jamsheer was also assigned the duty of planning, designing and fixing the signboards and other boards with the assistance of some faculty members, suggested by him.

One each member from Departments of IT and Electrical Engineering are required on 22.12.2018 and from CSE and ME on 24.12.2018 in the college. If they are not reported, Mr. Jamsheer can call them and get the works done.

HoDs should deliberately give one faculty each from each department for one day during X-mas Vacation, to assist Mr. Jamsheer.

A team with members from all teaching departments has been formed to make a detailed plan of signboards for all departments.

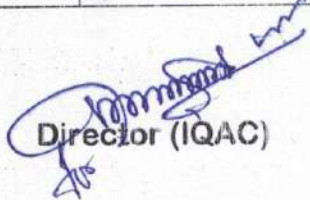
Director (IQAC)



MEA ENGINEERING COLLEGE PERINTHALMANNA

Action Taken Report OF IQAC MEETING held on 21.12.2018

Item No.	Agenda /Decision	File
1	NAAC Visit: Visited the SCMS college for getting information regarding NACC peer team visit. NACC visited and awarded with B+ grade.	IQAC General file.


Director (IQAC)