






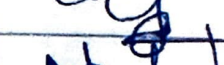




## MEMBERS ATTENDED (1/3/24)

SL. NO	NAME	DESIGNATION	SIGNATURE
1	Abdul G. R M	Principal	
2	Aayisha Asif	Assistant Professor	
3	Sulaikha N	" (Co ordinator)	
4	Deepthi P	" (Special invitee)	
5	Alkalya S	" (Special invitee)	
6	Nardana M S	" ( " )	
7	Suathi C. Sagar	" ( " )	
8	Sahar Muhammed basha K.M.	" ( " )	
9	Nasla K	" (Member)	
10	Shameem R	" (Member)	

**KMCT INSTITUTE OF EMERGING TECHNOLOGY AND MANAGEMENT**

**1<sup>st</sup> March, 2024**

IQAC conducted a meeting of all faculties on 1/3/2024 (Friday) at 1.20 PM in the Board Room.

**AGENDA**


- Academic Transparency
- National Board of Accreditation (NBA) Criteria
- Student Feedback Analysis
- Committee Introspection
- Punctuality
- Support for bright Students

Principal welcomed all the members present and presided over the meeting. Following are the decision taken/ discussion made in the meeting.

1. It was unanimously agreed to maintain comprehensive documentation for all activities within the college to ensure academic transparency and accountability.
2. The Principal led a discussion on the various criteria outlined by the NBA and emphasized the importance of adhering to all norms to enhance the quality of the institution.
3. Faculty members were tasked with analyzing the feedback collected from students to identify areas for improvement and address any concerns raised.
4. Faculty members were instructed to check the official college email IDs both in the morning and evening and to review the to-do lists to stay organized and informed.
5. It was suggested that all committee members should engage in introspection to evaluate their contributions and activities. Coordinators were tasked with presenting a report on committee activities.
6. The importance of punctuality among students and faculties were stressed, and all members were directed to maintain punctuality.
7. Measures to support the bright students were discussed, and it is decided to implement additional measures to facilitate their growth and development.
8. It was decided that six hours of extra work will be eligible for one compensatory leave.

Meeting concluded at 2 PM

Co ordinator

  
Principal