



MEA ENGINEERING COLLEGE PERINTHALMANNA

MINUTES OF IQAC ONLINE MEETING held on, **14-08-2020, 10:30 AM**


The meeting was chaired by Director (IQAC), Mr. Haneesh Babu K T

Members present (As per attendance recorded in the Minutes Book)

Item No.	Agenda /Decision	Remarks
1	<p>Overview of the COVID restrictions imposed by the Government:</p> <p>The Chairperson opened the meeting by providing an overview of the COVID restrictions currently in place as mandated by the Government. The restrictions included limitations on physical gatherings and on-campus activities, which necessitated finding alternative ways to conduct the University Academic Audit. The members acknowledged the importance of adhering to these restrictions while ensuring the continuity of essential operations.</p>	
2	<p>Proposal for conducting an e-audit of Academic files:</p> <p>The Chairperson presented the proposal for conducting an e-audit of Academic files as a viable solution to overcome the challenges posed by the COVID restrictions. The e-audit approach would enable the audit team to review digitized records remotely, ensuring the safety of both the University staff and the audit team. The IQAC members were provided with details on how the e-audit process would work.</p>	
3	<p>Preparation for the upcoming University e-Audit:</p> <p>The IQAC members discussed the importance of thorough preparation for the upcoming e-Audit. The Chairperson informed the members about the e-audit schedule, outlining the various stages and requirements. Additionally, they agreed to conduct a mock audit to familiarize themselves with the process and identify any potential gaps in documentation. All documents (Softcopy) pertaining to mock e-audit has been finalized and will be circulated to faculty members by the Head of the Institution/ Director-IQAC.</p>	
4	<p>Discussing the roles and responsibilities of IQAC members during the e-audit:</p> <p>The Chairperson emphasized the significance of active</p>	


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participation from each IQAC member during the e-audit process. A committee is formed for the mock e-audit under Chairman – IQAC. The roles and responsibilities during the audit days were discussed, which included providing relevant documentation, engaging with the e-audit team, and offering explanations or clarifications when required. The members agreed to work collaboratively and present a united front during the audit, showcasing the Institution's commitment to quality assurance.


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Director (IQAC)



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Action Taken Report of IQAC MEETING held on 14.08.20

Item No.	Decision	File
2	<p>Proposal for conducting an e-audit of Academic files:</p> <p>The proposal for e-audit of academic documents is agreed by all members.</p> <p>HoDs to share the Google drive to IQAC Chairman & audit team in which the documents are uploaded. Also, ensure that the ERP documents are up to date.</p>	
3	<p>Preparation for the upcoming University e-Audit:</p> <p>Mock e-audit schedule has been published: 24/08/2020 to 26/06/2020</p> <p>All documents (Softcopy) pertaining to audit is also published by the Chairman-IQAC</p>	Internal /External
4	<p>Discussing the roles and responsibilities of IQAC members during the e-audit:</p> <p>Internal Academic Audit Committee is formed and published by the Chairman-IQAC.</p>	Internal /External


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