



## MEA ENGINEERING COLLEGE PERINTHALMANNA

MINUTES OF IQAC MEETING held on, **21-03-2022, 11 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>Preparation for the upcoming Academic Audit:</p> <p>The IQAC members discussed the importance of thorough preparation for the upcoming University Academic Audit. The Chairperson informed the members about the audit schedule, outlining the various stages and requirements. DQAC is instructed to verify documents prior to IQAC Audit. All documents (Softcopy &amp; Hardcopy) pertaining to mock audit has been finalized and will be circulated to faculty members by the Head of the Institution / Director(IQAC).</p>	
2	<p>Discussing the roles and responsibilities of IQAC members during the audit:</p> <p>The Chairperson emphasized the significance of active participation from each IQAC member during the audit process. A committee is formed for the internal audit under Chairman – IQAC. The roles and responsibilities during the audit days were discussed, which included providing relevant documentation, engaging with the 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.</p>	

  
Principal  
MEA Engineering College  
Perinthalmanna

  
Director (IQAC)




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### Action Taken Report of IQAC MEETING held on 21.03.2022

Item No.	Decision	Action Taken
1	<p>Preparation for the upcoming Academic Audit:</p> <p>The IQAC members discussed the importance of thorough preparation for the upcoming University Academic Audit. The Chairperson informed the members about the audit schedule, outlining the various stages and requirements. IQAC is instructed to verify documents prior to IQAC Audit. All documents (Softcopy &amp; Hardcopy) pertaining to mock audit has been finalized and will be circulated to faculty members by the Head of the Institution / Director(IQAC).</p>	<p>Foreseeing the External audit from University, an Internal audit schedule published</p> <p>Dates – 04.04.2022 to 06.04.2022</p> <p>All documents (Softcopy &amp; Hardcopy) pertaining to Internal audit has been circulated</p>
3	<p>Discussing the roles and responsibilities of IQAC members during the audit:</p> <p>The Chairperson emphasized the significance of active participation from each IQAC member during the audit process. A committee is formed for the internal audit under Chairman – IQAC. The roles and responsibilities during the audit days were discussed, which included providing relevant documentation, engaging with the 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.</p>	<p>Internal Academic Audit Committee is formed and published by the Chairman-IQAC.</p> <p>The information after audit has to be uploaded in University portal as and when informed by the officials.</p>

  
Principal  
MEA Engineering College  
Perinthalmanna

  
Director (IQAC)