



## MEA ENGINEERING COLLEGE PERINTHALMANNA

### Action Taken Report - IQAC MEETING held on 25.10.2023

Item No.	Decision	Action taken
1	<p>Preparation for the upcoming IQAC Academic Audit:</p> <p>The IQAC members discussed the importance of thorough preparation for the upcoming Academic Audit. The Chairperson informed the members about the 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 &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>Circulated in details what all documents to <sup>be</sup> produce<sup>d</sup> in Hard copy and Soft copy during internal audit.</p>

  
Principal  
MEA Engineering College  
Perinthalmanna

  
Director (IQAC)



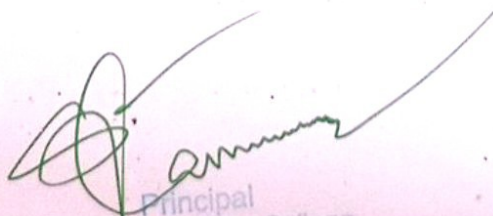
MEA ENGINEERING COLLEGE PERINTHALMANNA

MINUTES OF IQAC MEETING held on, 25-10-2023, 2 PM

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 IQAC Academic Audit:</p> <p>The IQAC members discussed the importance of thorough preparation for the upcoming Academic Audit. The Chairperson informed the members about the 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 &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 mock 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)