



MEA ENGINEERING COLLEGE PERINTHALMANNA

MINUTES OF IQAC MEETING held on, 21/11/2023, 3 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>Review of the Mock Audit findings:</p> <p>The Chairperson opened the meeting by providing an overview of the Mock Audit conducted as per the academic calendar published by the University. The findings and observations from the Mock Audit were presented to the DQAC members for discussion. The members attentively reviewed the feedback and appreciated the efforts made during the Mock Audit to identify potential areas of concern. The detailed deficiency report both hard and soft copy will be circulated soon.</p>	
2	<p>Identifying areas for improvement:</p> <p>The DQAC members engaged in a constructive discussion to identify areas where the Departments could make improvements to ensure a successful Academic Audit.</p> <p>Some of the key areas highlighted included:</p> <ul style="list-style-type: none">- Strengthening documentation practices for MOOC courses: It was noted that certain documentation in MOOC courses lacked clarity during the Mock Audit. The DQAC members agreed on the importance of maintaining comprehensive and organized records to address this concern.- Faculty development: The DQAC members observed that enhancing faculty development programs could further improve teaching practices and contribute to better student outcomes. They discussed the possibility of introducing more training sessions and workshops for faculty members.- Alignment with accreditation criteria: The members discussed the importance of ensuring that all audit processes and procedures align with the criteria set by University / accrediting bodies.	

3

Concerns by Parent Dept. HoDs:

The parent Dept HoDs expressed their concerns regarding the untimely submission of some audit related course files by "other-Dept." faculty members to the parent Dept's DQAC. They had requested the IQAC to take measures to address the issue and resolve it before next audit.


Director (IQAC)


Principal
IIEA Engineering College
Perinthalmanna





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Action Taken Report - IQAC MEETING held on 29.11.2023

Item No.	Decision	Action taken
1	<p>Review of the Mock Audit findings:</p> <p>The detailed deficiency report both hard and soft copy will be circulated soon.</p>	<p>The deficiency report is mailed to all HoDs on 29.11.2023</p>
2	<p>Identifying areas for improvement:</p> <p>- Strengthening enrolment for MOOC courses</p>	<p>HoDs to instruct respective NPTEL Dept Coordinator to enlist the courses and enroll all students in December, 2023 after identifying their area of interest.</p>
3	<p>Concerns by Parent Dept. HoDs:</p> <p>The parent Dept HoDs expressed their concerns regarding the untimely submission of some audit related course files by "other-Dept." faculty members to the parent Dept's DQAC.</p>	<p>IQAC will share a "Google-sheet" to all Dept. HoDs to identify the faculty members handling classes in External Dept. with a checklist shared only to HoDs, to identify if they had completed the files on time. Also, the DQAC internal audit schedule should be shared at least 5 days prior to audit among all Dept DQACs.</p> <p>The details in the Google-sheet consists of the following:</p> <p>Name of Faculty:</p> <p>Parent Dept.:</p> <p>Class Handling Dept. (Ext. Dept.):</p> <p>Class:</p> <p>Semester:</p> <p>Course code & Course name:</p> <p>Acad. Year.</p> <p>Audit 1 files completed date (to be filled by Parent Dept. HoD):</p>

		<p>Audit 1 files submitted in Ext. Dept. DQAC (to be filled by Ext. Dept. HoD):</p> <p>Audit 2 files completed date (to be filled by Parent Dept. HoD):</p> <p>Audit 2 files submitted in Ext. Dept. DQAC (to be filled by Ext. Dept. HoD):</p> <p>Remarks (if any):</p>
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