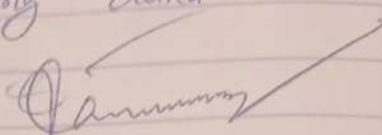
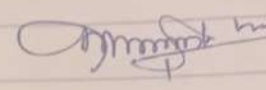
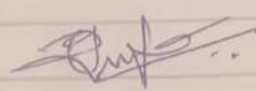
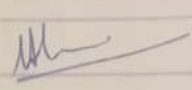

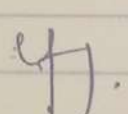
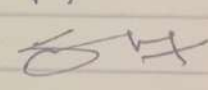
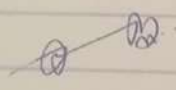
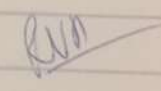
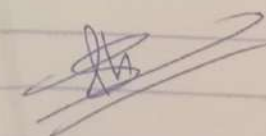
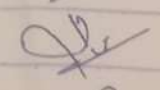
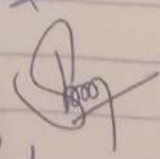
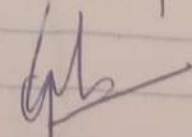


Members Present for the meeting dated . 04-01-2024 .

1. Dr. G. Ramesh 
2. Prof. Hameesh Babu K S 
3. Prof. S. Sreeram 
4. Dr. Hema Nalini 
5. Dr. K Najeeb 
6. Dr. J. Hussain 
7. Dr. V.K. Shakir 
8. Dr. Feebina Beeri P 
9. Dr. Ranjith V Ravi 
10. Dr. Saadigali A 
11. Prof. B.S. Baiju . 
12. Prof. Shamsudheen VP 
13. Prof. C Jouhan 



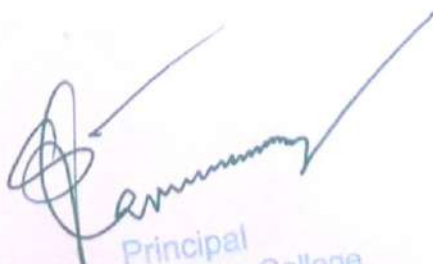
MEA ENGINEERING COLLEGE PERINTHALMANNA

MINUTES OF IQAC MEETING held on, 04-01-2024, 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 NAAC & IQAC Academic Audits:</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, all the departments are asked to conduct mock audit in line with the KTU audit manual. All documents pertaining to mock audit has been finalized and will be circulated to faculty members by the Head of the Institution / Director (IQAC).</p> <p>The IQAC also decided to conduct first audit for the upcoming NAAC visit as per the NAAC criteria's. It is entrusted Dr. J Hussain, chief coordinator A&A, IQAC member to prepare a form for the smooth conduct of audit purpose</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)



MEA ENGINEERING COLLEGE PERINTHALMANNA

Action Taken Report of IQAC MEETING held on 04.01.2024

Item No.	Decision	Action Taken
2	<p>Preparation for the upcoming NAAC & IQAC Academic Audits:</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, all the departments are asked to conduct mock audit in line with the KTU audit manual. All documents pertaining to mock audit has been finalized and will be circulated to faculty members by the Head of the Institution / Director (IQAC).</p> <p>The IQAC also decided to conduct first audit for the upcoming NAAC visit as per the NAAC criteria's. It is entrusted Dr. J Hussain, chief coordinator A&A, IQAC member to prepare a form for the smooth conduct of audit purpose</p>	<p>Mock audit schedule published and conducted. Dates – 08.01.2024 to 18.01.2024.</p> <p>All documents (Softcopy & Hardcopy) pertaining to mock audit has been circulated.</p> <p>A second Mock audit schedule was also published and conducted (05.02.24 to 08.02.24).</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 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>	<p>Internal Academic Audit Committee is formed and decided to continue the previous members itself..</p>

Principal
MEA Engineering College

Director (IQAC)