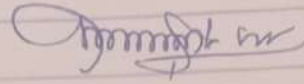


Members Present for the meeting dated: 24-01-2024

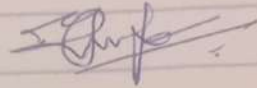
1. Dr. G. Ramesh



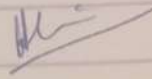
2. Prof. Haneesh Babu KT



3. Prof. S. Sreeram



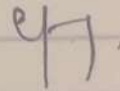
4. Dr. Heme Nalini



5. Dr. K. Najeeb



6. Dr. J. Hussain



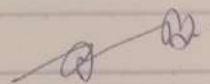
7. Dr. V. K. Shahir



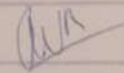
8. Dr. A. Sadiqueli



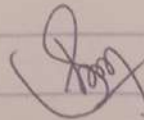
9. Dr. Tebina Beeni P



10. Dr. Ranjith V. Ravi



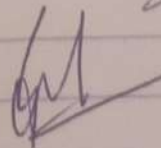
11. Prof. Shamsudheen V P



12. Prof. Baiju B.S



13. Prof. C. Jouhar





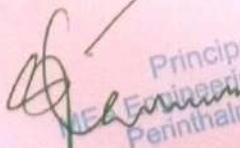
MEA ENGINEERING COLLEGE PERINTHALMANNA

MINUTES OF IQAC MEETING held on, 24/01/2024, 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 reports (hard copy) were handed over to concern HoDs.</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"><li>- Strengthening documentation practices for MOOC courses: It was noted that certain registration and documentation in MOOC courses lacked. The DQAC members were asked to maintain comprehensive and organized records to address this concern.</li><li>- 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.</li></ul>	
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. This issue still exists and to be acknowledged..</p>	

  
Principal  
MEA Engineering College  
Perinthalmanna

  
Director (IQAC)



## MEA ENGINEERING COLLEGE PERINTHALMANNA

### Action Taken Report of IQAC MEETING with DQAC members held on 24.01.2024

Item No.	Decision	Action Taken
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 reports (hard copy) were handed over to concern HoDs.</p>	<p>Mock audit findings were discussed with DQAC members and reports were distributed.</p> <p>Potential gaps were identified in each Department. The Chairman &amp; the Director instructed them to rectify before External audit.</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. This issue still exists and to be acknowledged..</p>	<p>It is instructed to DQAC to strictly follow the form while submitting the documents by other department DQAC/ Faculty members.</p>

Principal  
MEA Engineering College  
Perinthalmanna

Director (IQAC)