



MEA ENGINEERING COLLEGE PERINTHALMANNA

MINUTES OF IQAC MEETING held on ~~24.10.2019~~ <sup>23.10.2019</sup>, 2.30 pm  
Venue: Management Room

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	Address by the Principal: The Principal briefed the members about the present status and IQAC and its activities.	
2	Criteria for IQAC Audit – KTU: The Director (IQAC) informed the members regarding the criteria for conducting the IQAC Audit as per the KTU manual.	
3	Conduct of IQAC Audit – KTU: The Director (IQAC) informed the members that the internal audit of all departments as per KTU norms has been conducted by the IQAC. During the process of audit certain short comings have been noticed in all departments. The DQAC have been instructed to rectify the <del>objections</del> <sup>non conformities</sup> and submit the report to the IQAC Director.	
4	Formation of Department Advisory Body (DAB) and Department Advisory Committee (DAC): It is informed that all HoDs have been directed to form DAB and DAC. A meeting of DAC to be convened and the minutes to be recorded. The action-taken report with respect to DAC to be filed in the respective department.	
5	Updating of IQAC composition in the College Website: It is decided that the IQAC composition is to be updated in the College website.	
6	Conclusion: Director of MEA Engineering College, also the member of IQAC as Professional and Governing Body member, concluded the meeting.	

Director (IQAC)



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Action Taken Report OF IQAC MEETING held on 23.10.2019.

Item No.	Agenda /Decision	File
2	<b>Criteria for IQAC Audit – KTU:</b> The Director (IQAC) informed the members regarding the criteria for conducting the IQAC Audit as per the KTU audit manual. A soft copy of audit manual was send to all.	IQAC Internal audit file
3	<b>Conduct of IQAC Audit – KTU:</b> KTU Internal Audit was completed and short comings were informed to respective DQAC for correction. A copy of the report was given to respective DQAC and was filed.	IQAC Internal audit file
4	<b>Formation of Department Advisory Body (DAB) and Department Advisory Committee (DAC):</b> All HoDs has formed the DAB and DAC.	IQAC General file
5	<b>Updating of IQAC composition in the College Website and submission of AQAR :</b> IQAC composition has updated in the College website. All departments have submitted the details required for the submission of AQAR.	Website AQAR file
6	<b>Revised Mission – Vision Statement of Civil Engineering department was approved.</b>	CE Dept.
7	<b>Preparation of Academic Calendar:</b> Prof. Sreeram S, IQAC member/ Dean Academics is entrusted to prepare the academic calendar for Even Semester in line with University norms.	IQAC General file

  
Principal  
MEA Engineering College  
Perinthalmanna

  
Director (IQAC)