




## MEA ENGINEERING COLLEGE PERINTHALMANNA

MINUTES OF IQAC ONLINE MEETING held on, 27-01-2021, 11 AM

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>Discussing the roles and responsibilities of IQAC members during the e-audit:</p> <p>The Chairperson emphasized the significance of active participation from each IQAC member during the e-audit process.</p> <p>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.</p> <p>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)



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### Action Taken Report of IQAC MEETING held on 27.01.2021

Item No.	Decision	File
1	<p>Discussing the roles and responsibilities of IQAC members during the e-audit:</p> <p>A committee is formed for the audit under Chairman – IQAC as informed by the University.</p> <p>The e-audit is scheduled on 06.02.2021</p> <p>All documents (Softcopy) pertaining to audit has been finalized and will be circulated to faculty members by the Head of the Institution / Director(IQAC). The faculty members / Dept. auditors has to ensure that the files are available in Google drive and ERP is updated.</p> <p>The committee after the audit needs to upload in the University portal as and when informed by officials.</p>	Internal / External

  
Principal  
MEA Engineering College  
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