



MEA ENGINEERING COLLEGE PERINTHALMANNA

MINUTES OF IQAC MEETING held on, **06-06-2023, 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>Review of the Institution's Quality Assurance Framework:</p> <p>The Chairperson initiated the meeting by presenting an overview of the University's existing Quality Assurance Framework. The IQAC members engaged in a thorough discussion, sharing their insights and suggestions to identify areas of improvement. Several key points were highlighted, including the need for a more comprehensive approach to assess teaching and learning outcomes, streamlining administrative processes, and enhancing student support services. The Chairperson assured the members that these suggestions would be incorporated into the action plan post-audit.</p>	
2	<p>Preparation for the upcoming University EXTERNAL Academic Audit:</p> <p>The IQAC members discussed the importance of thorough preparation for the upcoming University Academic Audit. The Chairperson informed the members about the audit schedule, outlining the various stages and requirements. Additionally, they agreed to conduct a mock audit to familiarize themselves with the process and identify any potential gaps in documentation. All documents (Softcopy &amp; Hardcopy) pertaining to mock audit has been finalized and will be circulated to faculty members by the Head of the Institution / Director(IQAC).</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</p>	

  
Principal  
MEA Engineering College  
Perinthalmanna

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.	
--	--



Principal  
MEA Engineering College  
Perinthalmanna



Director (IQAC)



## MEA ENGINEERING COLLEGE PERINTHALMANNA

### Action Taken Report of IQAC MEETING held on 06.06.2023

Item No.	Decision	Action Taken
2	<p>Preparation for the upcoming University EXTERNAL Academic Audit:</p> <p>The IQAC members discussed the importance of thorough preparation for the upcoming University Academic Audit. The Chairperson informed the members about the audit schedule, outlining the various stages and requirements. Additionally, they agreed to conduct a mock audit to familiarize themselves with the process and identify any potential gaps in documentation. All documents (Softcopy &amp; Hardcopy) pertaining to mock audit has been finalized and will be circulated to faculty members by the Head of the Institution / Director-IQAC.</p>	<p>Mock audit schedule published Dates - 19.06.2023 to 21.06.2023</p> <p>All documents (Softcopy &amp; Hardcopy) pertaining to mock audit has been circulated</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 published by the Chairman-IQAC</p>

Principal  
MEA Engineering College  
Perinthalmanna

Director (IQAC)