



MEA ENGINEERING COLLEGE PERINTHALMANNA

MINUTES OF IQAC MEETING held on, 23-06-2023, 11:15 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>Review of the Mock Audit findings:</p> <p>The Chairperson opened the meeting by providing an overview of the Mock Audit conducted prior to the upcoming University Academic Audit. 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.</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">- Strengthening documentation practices for Minor / Honours courses & Tutorial data entry: It was noted that certain documentation in Minor / Honours courses lacked clarity during the Mock Audit. Some Departments were lagging in maintaining documents of Tutorial classes. The DQAC members agreed on the importance of maintaining comprehensive and organized records to address this concern.- 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.	


Principal
MEA Engineering College
Perinthalmanna


Director (IQAC)



MEA ENGINEERING COLLEGE PERINTHALMANNA

Action Taken Report of IQAC MEETING with DQAC members held on 23.06.2023

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 prior to the upcoming University Academic Audit. 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.</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 & the Director instructed them to rectify before External audit scheduled on 07/07/2023</p>


Principal
MEA Engineering College
Perinthalmanna


Director (IQAC)