




MEA ENGINEERING COLLEGE PERINTHALMANNA

MINUTES OF IQAC MEETING held on 19.03.2020, 11.30 am
Venue: AD 016 - IQAC Room

The meeting was chaired by Prof. Haneesh Babu K T, Director (IQAC)

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 of IQAC and its activities.	
2	Submission of meeting minutes to IQAC: It is decided to send a copy of meeting minutes of all Council / Depts / Committees to iqac@meaec.edu.in through the Principal's office.	
3	Conduction various Committee meetings: All committee conveners are to be informed to conduct the meetings without affecting the academic ambience of the Institution. Directions were given to HoDs for informing the faculty members (who are conveners of Dept. level committees) and follow-up the frequency of meetings.	
4	Submission of documents for uploading the AQAR to IQAC :- HoDs are reminded for the timely submission of documents in connection with AQAR for NAAC.	
5	KTU External Audit: The documents required in External-KTU audit were discussed and finalized. The documents required for internal audit by IQAC will be in-line with the audit.	
6	Conduction of remedial Classes: HoDs need to ensure the remedial measures for under-performing students in an effective manner. Necessary directions should be given to faculty members for the conduct of remedial classes in the Dept.	
7	Vacation for Staffs: Slot-wise vacation is not recommended for this time due to COVID'19 lockdowns. The decision in this regard will be made as per Govt. guidelines and as decided by the management committee.	

5	<p>Conclusion: Director of IQAC, MEA Engineering College, in his concluding remarks exhorted the members to finetune the activities in connection with various technical activities in the campus. The meeting concluded at 1.00 pm.</p>	
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[Handwritten Signature]
Director (IQAC)



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Action Taken Report of IQAC MEETING held on 19.03.20

Item No.	Decision	File
2	Submission of meeting minutes to IQAC: Committee meetings are sent to IQAC.	Other committee meeting file
3	Conduction various Committee meetings: Conducted meetings and sending the minutes to IQAC..	Other committee meeting file
4	Submission of documents for uploading the AQAR to IQAC :- HoDs submitted the different documents in connection with AQAR for NAAC to IQAC.	IQAR file
5	KTU External Audit: The IQAC audited the documents required in line with the university norms.	Internal/External Audit file
6	Conduction of remedial Classes: Conducted remedial classes for week students	Department Course file
7	Vacation for Staffs: No vacations were given to staffs due to COVID19 pandemic.	IQAC General file

Director (IQAC)