



MEA ENGINEERING COLLEGE PERINTHALMANNA

MINUTES OF IQAC ONLINE MEETING held on **10.08.2020, 2.30 pm**
Google meet platform


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

Members present:-

1. Jb. M C Mayin Haji , Industry nominee
2. Jb. Hameed Master, Local society nominee
3. Jb. Sayed Abid Hussain Thangal, Management nominee
4. Dr. G. Ramesh, Principal
5. Mr. Haneesh Babu K T, Director – IQAC
6. Mr. C K Zubair, Senior Administrative Officer
7. Prof. Sreeram S, Teacher's nominee
8. Dr. Hema Nalini, Teacher's nominee
9. Dr. Mubarak M, Teacher's nominee
10. Dr. Renjith V. Ravi, Teacher's nominee
11. Dr. Febina Beevi, Teacher's nominee
12. Prof. Shamsudheen V P, Teacher's nominee
13. Dr. Sadiquali A, Teacher's nominee
14. Dr. Raji, C G, Teacher's nominee
15. Prof. Jouhar C, Teacher's nominee
16. Prof. Baiju B S, Teacher's nominee
17. Prof. Mohammed Shameem, Teacher's nominee
18. Mr. Fahid Ali, Student member
19. Mr. Abdul Raof Khalid, Alumni member

Item No.	Agenda and Decisions	Remarks
1	Address by the Principal: The Principal briefed the members about the present status and IQAC and its activities.	
2	Review of decisions taken in earlier meeting: The decisions taken in the earlier meeting were reviewed by the Committee.	
3	Academic Schedule (Odd semester): It is decided to conduct the classes online in the prevailing Covid 19 situation as per the University schedule.	

4.	NBA - Civil Engineering: It is suggested to the Principal that the Pre-qualifier of NBA for Civil Engineering department should be submitted during the academic year 2021-22. It is also requested to instruct HoD that all the related works should be completed accordingly.	
5	Department Programmes: It is decided that the Department Programmes (Webinars/FDPs) should be conducted online in the Covid 19 situation.	
6	Publication of Research papers: It is decided that faculty members should be instructed to publish research papers regularly.	
7	NAAC Annual Report: It is decided to submit the NAAC Annual Report for the year 2019-20 within the stipulated time.	
8	Academic Audit: The matter regarding the Academic Audit was discussed as no guidelines were received from the University due to Covid situation.	
9	Revised Mission and Vision of Civil Engineering Department: The Revised Mission and Vision of Civil Engineering Department were approved by the Committee.	


 Principal
 MEA Engineering College
 Perinthalmanna



 Director (IQAC)



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Action Taken Report OF IQAC MEETING held on 10.08.2020

Item No.	Agenda /Decision	File
3	Academic Schedule (Odd semester): Timetable was prepared and classes for S1,S3, S5 and S7 were conducted online due to COVID19 pandemic in line with University schedule.	IQAC General file
4	NBA - Civil Engineering: The documents related submission of Pre-qualifier of NBA for Civil Engineering department was made ready.	NBA file
5	Department Programs: Conducted programs (Webinars) in online mode.	Program file
6	Publication of Research papers: Many faculty members have already published journals and papers. Still more are advised to publish.	Department staff personal file
7	NAAC Annual Report: Submitted the AQAR for the year 2019-20 in time.	NAAC file
8	Conduct of IQAC Audit – KTU: KTU Internal and external Audit was completed as per instruction from University.	IQAC Internal audit file
9	Revised Mission and Vision of Civil Engineering Department: The Revised Mission and Vision of Civil Engineering Department were approved by the Committee.	IQAC General file


Principal
MEA Engineering College
Perinthalmanna


Director (IQAC)