

IQAC meeting minutes

Date: 16/12/2020

Time: 2.00PM

Mode: online

Agenda

1. First academic audit 2020- 2021
2. Formation of the audit team
3. Others, if any.

Attendees

1. Sri. Sunil T T, IQAC Chairman
2. Smt. Remya R S, IQAC convener
3. Sri. Salins S, IQAC member
4. Sri. Jibu J V, IQAC member
5. Smt. Anuradha P V, HOD, EC
6. Smt. Leena Silvester, HOD, CS
7. Sri. Sreejith S, HOD, EEE

Meeting Minutes

The meeting was convened as per the schedule and discussed the above mentioned agenda. Meeting discussed in brief about the schedule, e-audit manual. As per the e-audit manual, the meeting discussed the formation of the department-wise audit team.

Decisions

1. Decided to schedule first audit on 29/12/2020
2. Decided to prepare audit team with the following members

CS	1. Smt. Remya R S 2. Smt. Sajana A 3. Smt. Ajimi Amir
EC	1. Sri. Jibu J V 2. Smt. Minikumary G 3. Sri. Deepu V S

EE	1. Sri. Salins S S 2. Sri. Sreejith S 3. Smt. Anjana P
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3. Decided to upload the first audit report just after the first audit.

Action Taken

1. First audit is scheduled as per decision 1 and notice is circulated .
2. Audit teams were prepared as per decision 2 and are directed for inter department audit.

**Internal Audit Cell
College of Engineering Attlingal**