

## IQAC meeting minutes

**Date:** 30/05/2022

**Time:** 12.30PM

**Venue:** Auditorium

### Agenda

1. Academic audit 2021-222, even semester
2. Others, if any.

### Attendees

1. Sri. Sunil T T, IQAC Chairman
2. Smt. Remya R S, IQAC convener
3. Smt. Syama S R, IQAC member
4. Sri. Sabeena M, IQAC member
5. Sri. Anjali M, IQAC member
6. Smt. Anuradha P V, HOD, EC
7. Smt. Suma L S, HOD, CS
8. Sri. Sreejith S, HOD, EEE
9. Sri. Sabeer S, Student representative
10. Smt. Arya Murali, Alumni representative
11. Smt. Shijina, Professional body representative
12. Smt. Ajithakumari, Examination committee convener

### Meeting Minutes

The meeting was convened as per the schedule and discussed the above mentioned agenda. Meeting discussed in detail about the academic audit manual for the year 2021-22. Conduct of internal audit before the scheduled external audit is also discussed in the meeting. In the meeting, IQAC convener summarized the key aspects discussed in the online meeting by KTU.

### Decisions

1. Decided to conduct the internal audit from 3/6/2022- 4/6/2022.
2. Decided to retain the previous department audit team.

### Action Taken

1. Based on the decisions, notice is issued to conduct the audit and department audit teams are directed to perform inter departmental audit.

Internal Audit Cell  
College of Engineering Attungal