

## Minutes of Meeting

<b>Meeting Reference No:</b> MITS/IQAC/22-23/06		
<b>Date, Time and Venue of meeting:</b> 07/JUNE/2023, 3:15 pm; Board Room		
<b>Meeting Called by:</b> Dr Neelakantan P.C., Chairperson		
<b>Agenda:</b> 1. Pre- Audit Meet to discuss on the points to be followed during the 2022-23 EVEN semester audit		
<b>Opening:</b> The meeting was called to order by Dr Neelakantan P.C. at 3:00pm.		
<b>Approval of Agenda:</b> The agenda was unanimously approved as distributed.		
<b>Approval of Minutes:</b> The minutes of the previous meeting were unanimously approved as distributed.		
<b>Status of Action Items from Previous Meeting:</b>		
<b>Sl. No.</b>	<b>Item</b>	<b>Status</b>
1.		
<b>Discussions (attach additional sheets, if required):</b> <ol style="list-style-type: none"> <li>1. Adherence of S2, S4, and S6 with academic calendar</li> <li>2. S8 completion regarding</li> <li>3. Attainment of final year project</li> <li>4. Advisory meeting status</li> <li>5. Course and class committee meetings</li> </ol>		
<b>Additions to Agenda (if any):</b> NIL		
<b>Adjournment:</b> The Meeting was adjourned at 3:45 pm by Dr Neelakantan P.C.		
<b>Post Meeting Action Items (attach additional sheets, if required):</b>		
<b>Sl No.</b>	<b>Item</b>	<b>Marked To</b>
1.	Complete the audit by 20 <sup>th</sup> June. Post audit meeting will be on 23 <sup>rd</sup> June	All auditors

**Present:**

<b>Sl. No.</b>	<b>Name of Member</b>
1	Dr Neelakantan P.C., Principal
2	Dr Shajimon K John, Dean Academics
3	Prof. Remadevi M, Professor, Dept of CE
4	Mr Tony Mathew, Asst Prof., Dept of EE
5	Ms Rakhee M, Asst Prof., Dept of CSE
6	Ms Jincy P Mathai, Asst Prof., Dept of BSH
7	Ms Shareena Basheer, Asst. Prof., Dept of AI-DS
8	Dr. Kavitha M, Asst Prof., Dept of BSH
9	Mr. Prisley Varghese, Asst Prof., Dept of ME
10	Mr. Juby Joseph, Asst Prof., Dept of ME
11	Dr. Manoj Kumar, IQAC Coordinator
12	Ms. Sruthy T G, Asst Prof., Dept of CE
13	Mr. Daniel AV, Asst Prof., Dept of CE
14	Ms. Ambily, Asst Prof., Dept of EE
15	Ms. Nayana P K, Asst. Prof., Dept of ECE
16	Ms. Deepa Prabhu, Asst. Prof., Dept of ECE
17	Ms. Dimple Elizabeth, Asst. Prof., Dept of AI-DS

**Apology:**

<b>Sl. No.</b>	<b>Name of Member</b>
1	Dr. Resmi N G, Asso. Prof., Dept of CSE

**Prepared by:** Dr. Manoj Kumar K**Approved by:** Dr Neelakantan P.C

