

## Minutes of Meeting

<b>Reference No:</b> MITS/IQAC/22-23/03		
<b>Date, Time and Venue of meeting:</b> 23/FEBRUARY/2023, 3:00 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 odd semester final audit		
<p><b>Opening:</b> The meeting was called to order by Dr Neelakantan P.C. at 3:00pm.</p> <p><b>Approval of Agenda:</b> The agenda was unanimously approved as distributed.</p> <p><b>Approval of Minutes:</b> The minutes of the previous meeting were unanimously approved as distributed.</p>		
<b>Status of Action Items from Previous Meeting:</b> Audit Reports were evaluated thoroughly		
<b>Sl. No.</b>	<b>Item</b>	<b>Status</b>
1.		
<p><b>Discussions (attach additional sheets, if required):</b></p> <ol style="list-style-type: none"> <li>1. Evaluation of new faculties: Check whether they are in system or not.</li> <li>2. Effective use of course diary</li> <li>3. Project first phase progress evaluation and grading</li> <li>4. Class/ course committee meetings</li> </ol> <p><b>Additions to Agenda (if any):</b> NIL</p> <p><b>Adjournment:</b> The Meeting was adjourned at 3:45 pm by Dr Neelakantan P.C.</p>		
<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 10 <sup>th</sup> March. Post audit meeting will be on 13 <sup>th</sup> march	All auditors

**Attendees:**

<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. Prislely 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	Dr. Resmi N G, Asso. Prof., Dept of CSE
16	Ms. Deepa Prabhu, Asst. Prof., Dept of ECE

**Apology:**

<b>Sl. No.</b>	<b>Name of Member</b>
1	Nil

**Prepared by:****Approved by:** Dr Neelakantan P.C.

