

## Minutes of Meeting

<b>Meeting reference No:</b> MITS/IQAC/22-23/04		
<b>Date, Time and Venue of meeting:</b> 13/MARCH/2023, 3:00 pm; Board Room		
<b>Meeting Called by:</b> Dr Neelakantan P.C., Chairperson		
<b>Agenda:</b> 1. Post Audit Evaluation		
<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		
Sl. No.	Item	Status
1.	Evaluation of audit reports	Completed
<p><b>Discussions (attach additional sheets, if required):</b></p> <ol style="list-style-type: none"> <li>1. Evaluation of new faculties: Whether they are able to follow the system or not.</li> <li>2. Common faults/effective use of course diary</li> <li>3. If ungraded – mention reason behind</li> <li>4. Common and repetitive mistakes during each audit, need for conducting a self-evaluation department before a regular audit.</li> <li>5. Adherence to academic calender.</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>		
Sl No.	Item	Marked To
1.	Give a closing date back to department heads – fix the same (preferably before April 5)	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. 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

**Apology:**

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

**Prepared by:** Dr. Manoj Kumar K

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