

## Minutes of Meeting

<b>Meeting Reference No: MITS/IQAC/23-24/04</b>		
<b>Date, Time and Venue of meeting:</b> 24/OCT/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 2023-24 ODD semester audit		
<b>Opening:</b> The meeting was called to the order by Dr Neelakantan P.C. at 3:00pm.		
<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. Need for conducting a pre-audit within the department by dept. IQAC coordinators</li> <li>2. S2, S6 final attainment</li> <li>3. Final attainment of 2019-23 batch students</li> <li>4. 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 7 <sup>th</sup> November. Post audit meeting will be on 13 <sup>th</sup> November	All auditors
2.	NBA files- status updating- in January 2024	To all depts

**Attendees**

<b>. No.</b>	<b>Name of Member</b>
1	Dr Neelakantan P.C., Principal
2	Dr Shajimon K John, Dean Academics
3	Mr. Alvin Thariyath, Asst. Prof., Dept of ME
4	Mr Tony Mathew, Asst Prof., Dept of EE
5	Ms Asha Raj, Asst Prof., Dept of CSE
6	Ms Jincy P Mathai, Asst Prof., Dept of BSH
7	Ms Dimple Elizabeth, Asst. Prof., Dept of AI-DS
8	Dr. Kavitha M, Asst Prof., Dept of BSH
9	Ms Sneha Sreedevi, Asst Prof., Dept of CSE
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. Minnie Maria, 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. Jisha James, Asst. Prof., Dept of AI-DS
18	Mr. E V Harish, Asst Prof., Dept of BSH
19	Ms. Ashna Varghese, Asst Prof., Dept of BSH

**Absentees:**

<b>Sl. No.</b>	<b>Name of Member</b>
1	Priya CV, Asst. Prof., Dept of AIDS
2	Sheena Y, Asst. Prof., Dept of AIDS

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

