

Minutes of Meeting

Meeting reference No: MITS/IQAC/22-23/07		
Date, Time and Venue of meeting: 23/JUNE/2023, 3:00 pm; Board Room		
Meeting Called by: Dr Neelakantan P.C., Chairperson		
Agenda: 1. Post Audit Evaluation		
Opening: The meeting was called to order by Dr Neelakantan P.C. at 3:00pm.		
Status of Action Items from Previous Meeting: Audit Reports were evaluated thoroughly		
Sl. No.	Item	Status
1.	Evaluation of audit reports	Completed
Discussions (attach additional sheets, if required):		
<ol style="list-style-type: none"> 1. Progress evaluation of EVEN semesters and alignment with academic calendar 2. Common defaulters/effective use of course diary 3. If ungraded – mention reason behind 4. Level of preparation for KTU external audit 5. Status of common files like advisory, class and course committee, activity files etc 		
Additions to Agenda (if any): NIL		
Adjournment: The Meeting was adjourned at 3:45 pm by Dr Neelakantan P.C.		
Post Meeting Action Items (attach additional sheets, if required):		
Sl No.	Item	Marked To
1.	Give a closing date back to department heads – fix the same (preferably before June 25)	All auditors

Attendees:

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

Apology:

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

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

