



Ref No: CCE/B/2024-25/IQAC/MOM/01

MINUTES OF MEETING

Date: 9/08/2024	Time: 10.30 AM	Venue: Symposium room, Library
Name of the meeting: IQAC Meeting		
Period of review: 20/06/2024 to 9/08/2024		
Department: IQAC		
Review of previous meeting minutes: Internal Audit was successfully conducted for 2023 to 2024 even Semester.		
Agenda of this meeting: 1. Assigning the duties for IQAC Committee 2. Monitoring the Attendance of Students through linways 3. Finalizing the date for internal audit. 4. Selection of internal auditors.		

Discussions:

Sl. No.	Decisions Taken/Action Required	Responsibility	Target Date
1	All the HOD where informed to publish the attendance monthly once	Dr. Needhu Varghese	4 Months
2	The internal audit for the Odd Semester 2024-2025 will take place from August 26th to August 30th, 2024.	Ms. Vinitha Sharon, Ms. Anitta Antony	3 Week
3	Committee file will be audited within 1 week of time.	IQAC	1 Week
4	The internal audit will involve two auditors: one faculty member selected by the Head of Department (HOD) and one member from the IQAC Committee.	IQAC	1 Months

5	The following duties are assigned to the various committee members • Academic audit - Dr. Caren Babu and Ms. Vinitha Sharon • NIRF Coordinator - Dr. Vishnu P M and Ms. Susan Varghese. • ERP Coordinator - Dr. Needhu Varghese, Ms. Anitta Antony, Ms. Juna Antony. • Additional form- Dr. Caren Babu and Mr. Reynold Jose • IQAC file - Ms. Athithya S. • Committee Constitution - Ms. Juna Antony.	IQAC	4 Months
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Members Attended:

Name	Designation	Signature
Dr. Sajeev John	Chairman	
Dr. Caren Babu	IQAC Coordinator	
Mr. Reynold Jose	Member	
Ms. Vinitha Sharon	Member	
Dr. Vishnu P M	NIRF Coordinator	
Dr. Needhu Varghese	Course file - ERP Coordinator	
Ms. Juna Antony	Member	
Ms. Athithya	Member	
Ms. Anitta Antony	Member	
Ms. Susan Varghese	Member	

Prepared by:

Dr. Caren Babu

Approved by:

Dr. Sajeev John