

Ref No: CCE/B/2024-25/IQAC/MOM/03

A CMI INSTITUTE

MINUTES OF MEETING

Date: 24/04/2025	Time: 10.30 AM	Venue: Symposium room, Library
Name of the meeting: IQAC Meeting		
Period of review: 08/01/2025to 24/04/2025		
Department: IQAC		
Review of previous meeting minutes: All file updating was completed based on the report received from internal auditors.		
Agenda of this meeting:		
1. Monitoring the Attendance of Students through ETlab. 2. Finalizing the date for internal audit. 3. 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	Monthly
2	The internal audit for the even Semester 2024-2025 will take place from May 15 to May 16th, 2025.	Ms. Vinitha Sharon, Ms. Anitta Antony	3 Week
3	Committee file will be audited on May 5 th 2025	IQAC	1 Week
4	Event documentation through ET lab will be audited on May 30 th , 2025.	IQAC	1 Week
5	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

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:

Approved by: