

# MINUTES 21-22

## NOTICE

23/5/2022

Respected Sir/Madam

A meeting of IQAC members is scheduled on 27/5/2022, Friday. All IQAC members are requested to attend the meeting without fail.

### Agenda:

- Academic Auditing
- Academic Monitoring
- Feedback process

### Minutes of IQAC meeting held on 27/5/2022

Venue: Placement room

Attendees	Signature
1.Dr.Premnath R	
2.Ms.Blessy Rapheal M	
3.Ms.Sithara Krishnan	
4.Mr.Sadanandan R	
5.Mr.Prabhu kumaran	
6.Ms.Ashilly N	
7.Ms.Anamol	
8.Ms.Anjali.O	
9.Mr.Jayakrishnan R	
10.Ms.Archana	

Decision	Responsibility	Action Taken
1. It is decided to conduct the internal Academic audit on 6 <sup>th</sup> and 7 <sup>th</sup> June 2022 and the external Audit is scheduled between 8 – 17 <sup>th</sup> June 2022. IQAC coordinator asked the members to do necessary preparations for the Audit	<b>IQAC</b>	
2. It is decided to take faculty feedback from S8 students through linways.	<b>IQAC and Linways admin</b>	

3. Department level documents to be prepared for audit is discussed.	<b>IQAC</b>	
4. Decided to conduct a faculty induction program for the faculties on Linways AMS.	<b>IQAC and Linways admin</b>	

IQAC Coordinator

IQAC Chairperson