



MINUTES OF THE IQAC MEETING

Meeting Ref No:	Date	Venue	Time	Minutes Prepared by
STM/IQAC/2022 – 2023/ MoM-3	12/12/2022	Board Room	12:30 pm	IQAC Coordinator

List of Attendees

- 1) Dr. Shinu Mathew John (Principal) - IQAC Chairman
- 2) Mr. Rijo Thomas Jose (CEO)- Management representative
- 3) Mr. Nithin C (IQAC Coordinator)
- 4) Mr. Saritha Narayanan (AP, CSE Department)- IQAC Department Coordinator
- 5) Ms. Ashika K. (AP, CE Department)- IQAC Department Coordinator
- 6) Ms. Nivin VK (AP, ECE Department)- IQAC Department Coordinator
- 7) Mr. Prashin VP (AP, ME Department)- IQAC Department Coordinator
- 8) Mr. Jewel Syriac – (AP, ASH)- IQAC Department Coordinator
- 9) Mr. Madhu K.- (AP, CSE)- Professional Society representative

AGENDA/DISCUSSION POINTS

SL NO:	AGENDA	DISCUSSION POINTS
1	Review of Action Taken Report of the previous meeting	Reviewed the action taken report of the previous meeting and updated the status



St. Thomas College of Engineering & Technology
Vellilode, Sivapuram P.O., Mattanur, Kannur District, Kerala
Approved by AICTE New Delhi, Govt. of Kerala and Affiliated to APJ Abdul Kalam Technological University

A2	Review of KTU external Audit held on 18-11-2022	Overall rating of the external audit as per the EA report was good. Principal response to be marked on the EA report
A3	Follow up on the reports of clubs/cells/committees	A follow up on the report of activities conducted by various clubs/cells/committees during the year 2022-23 is to be carried out.
A4	Mark split-up of S7, S5 and S3 semester 2022-23	The marks split-up for S7, S5 and S3 semesters is to be forwarded to the faculties and LMS team by 3/1/2023

ACTION ITEMS

ACTION NO:	ACTION ITEM DESCRIPTION	ACTION BY	TARGET DATE	STATUS
A2	Principal Response on the KTU External Audit Report	IQAC Chairman and Coordinator	17/12/2022	Open
A3	Follow up on the reports of clubs/cells/committees	IQAC	22/12/2022	Open
A4	Mark split-up of S7, S5 and S3 semester 2022-23	IQAC & HoDs	3/1/2023	Open


14/12/2022
IQAC Chairman

PRINCIPAL
ST. THOMAS COLLEGE OF
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SIVAPURAM


14/12/2022
IQAC Coordinator

IQAC COORDINATOR
ST. THOMAS COLLEGE OF
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SIVAPURAM, KANNUR