# St Thomas College of Engineering and Technology

**Approved by AICTE New Delhi, Govt. Of Kerala and Affiliated to APJ Abdul Kalam Technological University**

**Vellilode, Sivapuram. Mattanur Via Kannur Pin 670702 Phone 0490 -2401700,01,02,03**

**Website:www.stthomakannur.ac.in. e-mail.stthomaskannur@gmail.com**

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Ref: STM/IQAC/2019 – 2020/MoM-3                                    Date: 16/03/2020

## MINUTES OF THE MEETING HELD ON MARCH 16th 2020

### Agenda

- First Internal academic audit 2019-20 (Even Semester)

- Status of monthly report submission

- Status of Course Committee and Class Committee meetings

### Meeting was attended by following members

1) Dr. Shinu Mathew John (Principal) - IQAC Chairman

2) Mr. Rijo Thomas Jose (CEO)

3) Mr. Nithin C (AP, ECE Department)-IQAC Coordinator

4) Mr. Jijin I (AP, ME Department)

5) Ms. Indu Chandran (AP, ECE Department)

6) Ms. Mruthula N (AP, CSE Department)

7) Ms. Meera Pradeep (AP, CE Department)

8) Ms. Subhalakshmi V. (AP, ASH Department)

9) Mr. Madhu K (AP, CSE Department)

10) Ms. Firdousa K. (Student, S8 CSE)

**Internal Quality Assurance Cell (IQAC)**

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**Decisions**

- The First Internal Academic Audit for the academic year 2019-20 (Even semester) will be held on *26/03/2020 & 27/03/2020.*

- All the necessary documents to be kept in the course file for the Audit process, will be send to the faculties

- All the monthly reports till February were uploaded in the APJ AKTU portal

- Second class and course committees were completed by 06/03/2020.

**IQAC Coordinator**

**IQAC Chairman**

Internal Quality Assurance Cell (IQAC)