



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
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Ref : STM/IQAC/2019 – 2020/MoM-2

Date : 20/12/2019

MINUTES OF THE MEETING HELD ON DECEMBER 20TH 2019

Agenda

- Review of the first External Academic Audit 2019-20
- Review of the Second Internal Academic Audit 2019-20 (Odd Sem)
- Amendment in the IQAC Committee
- Status of NBA accreditation process

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)

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, S7 CSE)

11) Ms. Archana Thomas(NBA Coordinator-Special Invitee)

Scitju
20/12/19.

Rijo
20/12/19

Nithin
20/12/19

Jijin
20/12/19

Indu
20/12/19

Mruthula
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Meera
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Subhalakshmi
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Madhu

Archana
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Decisions

- The comments made by the external auditor were presented in the meeting and the corrective actions to be implemented were discussed.
- Necessary steps should be taken by each department to maintain a department library and a register for books in the department library as well.
- The Second Internal audit 2019-20 (ODD Sem) reports were submitted to the Principal.
- Monthly report for the month of November 2019-20 to be uploaded soon after the portal is open for that.
- It is amended that Mr. JIJIN I to be included in the IQAC Committee as the Department Coordinator (Mechanical Engineering Department)
- Discussion on NBA accreditation process was done in the meeting.


20/12/19

IQAC Coordinator


07/01/202

IQAC Chairman