

St Thomas College of Engineering & Technology

Approved by AICTE New Delhi, Govt. Of Kerala and Affiliated to Kerala Technological University & Kannur University
Vellilode, Sivapuram PO. Mattanur Via Kannur Pin 670702 Phone 0490 -2401700

IAC meeting report

Date and time of meeting	31-07-2018
Date of previous meeting	- Not Applicable -
Action points carried over from previous meeting	- Nil -



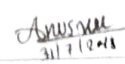
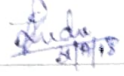
Action point	Responsible person	Target date
Formation of Course/Class Committees	Dept. Audit Co-ordinator	03-08-2018
Course/Class Committee - No.1 Odd Sem 2018-19	Dept. Audit Co-ordinator	09-08-2018
Next Meeting	IAC Co-ordinator	17-08-2018
Course Mapping	IAC Co-ordinator	07-08-2018

Topics discussed

- * Formation of Class / Course Committees
- * Conduct of Class / Course Committees
- * Documentation of Meeting reports minutes.

Major Decisions

- * Decided to document minutes of Course/Class Committees as follows
Theory Subjects of S1-S2 → Respective Subject Log book.
Lab Subjects of S1-S2 → Minutes will be written in files provided.
Theory Subjects of S3-S8 → Respective Subject Log book & Class committee meeting files.
Lab Subjects of S3-S8 → Respective Class committee meeting files.

Name and signature of the IAC members	D. VINASH P P 	Meena Pradeep 
	Anusree M 	Indu Chandran 
Name and signature of the IAC Coordinator	REJOY MATHEW 