



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/2022 – 2023/ MoM-1


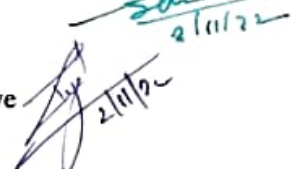




Date: 2/11/2022

MINUTES OF THE MEETING HELD ON 2nd November 2022

Agenda

- Conduct of First Internal Audit (AY 2022-23 ODD Semester)
- Briefing the discussion points of the Auditors meeting held on 26/10/2022
- Uninformed absence of students in classes- Reg

Meeting was attended by following members

- 1) Dr. Shinu Mathew John (Principal) - IQAC Chairman
- 2) Mr. Rijo Thomas Jose (CEO)- Management representative
- 3) Mr. Nithin C (IQAC Coordinator)  2/11/22
- 4) Mr. Saritha Narayanan (AP, CSE Department)- IQAC Department Coordinator  2/11/22
- 5) Ms. Ashika K. (AP, CE Department)- IQAC Department Coordinator  2/11/22
- 6) Ms. Nivin VK (AP, ECE Department)- IQAC Department Coordinator  2/11/22
- 7) Mr. Prashin VP (AP, ME Department)- IQAC Department Coordinator  04/11/22
- 9) Mr. Madhu K.- (AP, CSE)- Professional Society representative  2/11/22


IQAC COORDINATOR
ST. THOMAS COLLEGE OF
ENGINEERING & TECHNOLOGY
SIVAPURAM, KANNUR



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Decisions

1. First Internal Academic Audit for the academic year 2021-22 (Odd semester) will be conducted on 10/11/2022 & 11/11/2022
2. IQAC Coordinator Mr. Nithin C briefed about the discussions happened during the auditors meeting held on 26/10/2022 (ie. During the external audit priority will be given to the practical courses and its conduct, results of the previous semesters, Placement status of the pass out batch, adherence to the University academic calendar)
3. Decided to send intimation letter to the parents/guardian of students who are absent in the class (uninformed) continuously for more than 10 days (as per UO No.1338/2022/KTU)


09/11/2022
IQAC Chairman

PRINCIPAL
ST. THOMAS COLLEGE OF
ENGINEERING & TECHNOLOGY
SIVAPURAM


9/11/2022
IQAC Coordinator

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