



# 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

## MINUTES OF THE IQAC MEETING

Meeting Ref No:	Date	Venue	Time	Minutes Prepared by
STM/IQAC/2022 – 2023/ MoM-2	24/11/2022	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 Department) – IQAC Department Coordinator
- 9) Mr. Madhu K.- (AP, CSE)- Professional Society representative

### AGENDA/DISCUSSION POINTS

SL NO:	AGENDA	DISCUSSION POINTS
A1	Review of Action Taken Report of the previous meeting	Reviewed the action taken report of the previous meeting and updated the status
A2	Consolidation of monthly report	College year calendar (month wise) AY 2022-23 Odd



		Semester to be consolidated and released to the departments for review
A3	IQAC Audit	Observations made and actions taken regarding the internal academic audit:  1. A follow up of all pending course files was done and the files were audited.  2. HoDs, Class Teachers and Course Teachers were instructed to take corrective measures in future audits related to the shortcomings observed during the audit conducted in November 2022.
A4	Second Internal Audit	Second Internal Audit for the academic year 2022-23 Odd Semester shall be conducted during the first week of February.

**ACTION ITEMS**

<b>ACTION NO:</b>	<b>ACTION ITEM DESCRIPTION</b>	<b>ACTION BY</b>	<b>TARGET DATE</b>	<b>STATUS</b>
A2	Consolidation of monthly report	IQAC Chairman and Coordinator	December 2022	Open
A4	Second Internal Audit	IQAC	February 2023	Open

  
26/11/2022  
IQAC Chairman

**PRINCIPAL**  
ST. THOMAS COLLEGE OF  
ENGINEERING & TECHNOLOGY  
SIVAPURAM

  
26/11/2022  
IQAC Coordinator

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