

MUSLIM ASSOCIATION COLLEGE OF ENGINEERING

VENJARAMOODU

Internal Quality Assurance Cell Meeting

The meeting was convened in the Principal's chamber on 12th October 2020. The attendees of the meeting are:

Dr Praveen Kumar (Chairman of IQAC)

Mr. Umar Shehab (Director of MACE)

Mrs. Shefin Shoukath (Coordinator of IQAC)

Mrs. Jasnah Hakkim

Mrs. Roshna. B

Mr. Ramesh M.S

Mrs. Geena G S

Mrs. Lekshmi R

Mr. Jalal (AO)

Unnikuttan S

Agenda:

- 1 Welcome the attendees of the meeting.
- 2 Discuss about the first auditing procedure and finalization of the date to conduct the first audit.

Minutes:

- 1 The Chairman welcomed the attendees and informed the committee members about agenda of the meeting
- 2 The chairman informed the committee members about the first auditing and also conveyed this auditing is to be conducted as online as per the KTU instructions.
- 3 Accordingly the first auditing was decided to conduct from 27th to 30th October, 2020.
- 4 The audit report has to be submitted before 30th December and Principal has to give the response of the first audit report before 5th January 2021.
The chairman also told to take measures to conduct online feedback of students of Semesters
- 5 3, 5 and 7, about the conducting of online classes.
- 6 The committee also decided to conduct the first series test as per the academic calendar.