

MUSLIM ASSOCIATION COLLEGE OF ENGINEERING

VENJARAMOODU

Internal Quality Assurance Cell Meeting

The meeting was convened in the Principal's chamber on 18th January 2021. 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 second auditing procedure and finalization of the date to conduct the second 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 second auditing and also conveyed this auditing is to be conducted as online as per the KTU instructions.
- 3 Accordingly the second auditing was decided to conduct from 5th to 8th February, 2021.
- 4 The audit report has to be submitted before 19th February, 2021 and Principal has to give the response of the second audit report before February, 2021.
- 5 The chairman also told to conduct online feedback of students of Semesters 1 about the conducting of online classes and about the contact classes of semesters 3, 5, 7.
- 6 The committee also decided to conduct the course committee meeting of semester 1 and higher semesters as per the academic calendar.