


**MUSLIM ASSOCIATION COLLEGE OF ENGINEERING**  
**VENJARAMOODU**

Internal Quality Assurance Cell Meeting

The first meeting of the academic year (2019-2020) was convened in the Principal's chamber on 25<sup>th</sup> September 2019. The attendees of the meeting are:

Dr J.A.Alex Rajju Balan(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.M.Jalaluddin (AO) 

Unnikuttan S 

Agenda:

- 1 Welcome the attendees of the meeting and to introduce the members of the IQAC .
- 2 Discuss the various functions of the IQAC .
- 3 Finalize the date of internal academic audit

Minutes:

- 1 The Chairman welcomed the attendees and informed the responsibilities and duties of IQAC
- 2 The date of internal auditing was finalized.
- 3 It was decided to take feedback response from students through website.
- 4 The chairman also enquired about the progress of conducting meetings of various committees.

