MAHAGURU INSTITUTE OF TECHNOLOGY
Affiliated to the APJ Abdul Kalam Technological University , Thiruvananthapuram
Approved by AICTE , New Delhi and Accredited by NAAC
Accredited by NBA

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING ACTION TAKEN REPORT

Meeting Date: 01.01.2024

Venue- SDPK Hall

Time: 11.30 AM

Sl No	Agenda	Discussion/ Decision	Action Taken
1	Course File Internal Audit No: 2	As per the university calendar, the external audit needs to be completed by 10th January 2023. So, an internal audit has been scheduled on 05th January 2024	The internal audit of the course files has been completed on 05th January 2024 and
2	Institution Files and Department Files Internal Audit No: 2	As per the university calendar, the external audit needs to be completed by 10th January 2023. So, an internal audit of the institution files and department files has been scheduled for 09th January 2024	The internal audit of the institution files and department files has been completed on 09th January 2024 and the report has been submitted to the principal.
3	Other Matter	Dr. Balagopal insisted that IQAC department representatives maintain the department files as per the list shared by the IQAC. Also, the names of the files should be attached on the files.	The same has been verified by the IQAC during the internal audit session on 09th January 2024.
		Dr. Balagopal also insisted the IQAC department representatives make sure that the course files are submitted to the IQAC rooms as per the schedule shared by the IQAC. This facilitates the smooth conduct of the audit.	All the files were submitted as per the schedule shared by the IQAC.

Prepared by

Dr. Balagopal V
Dep. Coordinator - IQAC

Verified by

Dr. Arun Elias
Coordinator - IQAC

Approved By

Dr. V Suresh Kumar
Principal

IQAC

+91 479 2331392, 2331304

www.mahagurutech.ac.in

office@mahagurutech.ac.i

Kayamkulam, Pallickal P.O, Alappuzha, Dist. Kerala