MAHAGURU INSTITUTE OF TECHNOLOGY

Kattachira, Pallickal PO, Kayamkulam, Kerala 690503

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MEETING ACTION TAKEN REPORT

Date of Meeting: 21.10.2023   Venue- Principal's Room

| Sl No	Agenda	Discussion/ Decision	Action Taken
1	Internal Audit Cells	An internal audit Cell has been reconstituted to conduct the internal audit of course files, department files and other necessary files.	Information
2	KTU Audit	As per the university calendar, the first internal audit needs to be completed by 6th November 2023. So, the audit has been scheduled on 01st November 2023.	The first internal audit was completed on 1st November 2023 and the report was shared with the principal.
3	Cells and Committees	The updated cells and committees list has been prepared. These are to be reconstituted as per the various accreditation bodies	The cells and committees were reconstituted, and reconstitution orders were collected by the IQAC.
4	Department Files	Dr. Balagopal suggested that all departments should keep the department files as per the list provided by the IQAC.	The list of department files was prepared and shared with the department IQAC representatives.
5	Event Reports	Dr. Arun Alias mentioned the need for documentation of various events conducted in the institution. The format of event reports will be shared by the IQAC. The proper documentation shall be helpful during the accreditation process.	The event report format was prepared and shared with all faculty members.
6	Official Mail	All faculty members have been instructed to create official mail IDs by 27th October 2023. From 1st November 2023, all major institutional communication will be through the official email accounts.	All faculty and staff members were provided with official Email IDs.

7	Softcopy of files to be stored	IQAC members have been insisted to collecting and keep the softcopy of the course files of all subjects from the faculty members.	A file repository was created for storing the softcopies of the course files and department files. A google drive folder has been created by the IQAC for this purpose.
8	Other Matter	Ms. Sreeti pointed out that the PSOs of the Department of DS need to be prepared.	For the first year DS students, the PSO of CSE and DS can be considered same.
		Mr. Sarasan T N, Administrative Officer explained the importance of accreditation and IQAC.	Info

Prepared by

Dr. Balagopal V
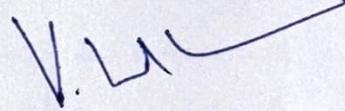Dep. Coordinator - IQAC

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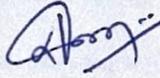
Dr. Arun Elias
Coordinator - IQAC

Approved By

Dr. V Suresh Kumar
Principal