

Agenda :

1. Analysis of first KTU external audit report
2. Analysis of second internal examination
3. Other related matters

The meeting was started at 3.30 p.m. Principal and Co-ordinator welcomed IQAC members and briefed the agenda for the meeting. Principal briefed the importance of the KTU internal and external audit. A detailed analysis of the first KTU external audit was done. The result analysis of the second internal examinations was also discussed.

Discussions and Decisions

Sl.No	Discussions and Decisions	Responsibility
1.	Discussed the first KTU external audit reports and about the remedial actions taken.	KTU dept. Co-ordinators / Faculty members.
2.	Decided to follow a common question paper format for internal examinations, that will be strictly scrutinized by the DQAC.	DQAC members / Faculty members.
3.	While preparing the internal examination question papers, should maintain the distribution of the difficulty level.	Subject teachers / DQAC members/HoDs.
4.	Remedial action plan for the week students is discussed and approved	Subject teachers/HoDs.
5.	Class committee meeting minutes should maintain the previous meeting action taken reports.	Group tutors/ class committee convenors/HoDs
6.	It is decided to take at least two faculty feedbacks during a semester.	Group tutors/HoDs.
7.	Should maintain the updated file for the Student interaction with group tutors regularly	Group tutors / subject teachers.

The meeting was adjourned at 4.20 p.m.

Dr. Saji C.B
Principal/IQAC Chair Person

Dr. Susanth C
IQAC Co-ordinator