



Agenda :

1. Analysis of first KTU external audit report
2. NBA expert committee visit
3. Other related matters

The meeting was started at 3.00 p.m. Co-ordinator welcomed IQAC members and briefed the agenda for the meeting. Co-ordinator briefed the importance of the KTU external audit and the NBA expert committee visit. A detailed analysis of the first KTU external audit was done. Explained the external auditors' comments and about the corrective actions taken before the second KTU external audit.

### **Discussions and Decisions**

<b>Sl.No</b>	<b>Discussions and Decisions</b>	<b>Responsibility</b>
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.
8.	Discussed about the tentative dates of the second external audit and the corrective actions taken	KTU dept. Co-ordinators / Faculty members.
9.	Discussed the NBA expert committee visit of the college during November.	NBA co-ordinators/Criteria co-ordinators.

The meeting was adjourned at 4.00 p.m.

Dr. Saji C.B  
Principal/IQAC Chair Person

Dr. Susanth C  
IQAC Co-ordinator