



Agenda :

1. KTU external audit
2. Other related matters

The meeting was started at 3.00 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. The co-ordinator presented the details of the forthcoming KTU external audit. The schedule and preparations for the first external KTU auditing (during 2022) was also discussed.

### **Discussions and Decisions**

<b>Sl.No</b>	<b>Discussions and Decisions</b>	<b>Responsibility</b>
1.	The first KTU external audit for the academic year 2021-22 is scheduled to be conducted on 15 <sup>th</sup> , June 2022.	KTU dept. Co-ordinators / Faculty members.
2.	Discussed about the audit schedule and the preparations for the audit.	KTU dept. Co-ordinators / Faculty members.
3.	Discussed about the preparations of the Institutional, department and individual audit files.	Institutional co-ordinators, KTU dept. Co-ordinators/ Faculty members.

The meeting was adjourned at 4.15 p.m.

Dr. Saji C.B  
Principal/IQAC Chair Person

Dr. Susanth C  
IQAC Co-ordinator