

Date: 18/4/23

Time: 12:30 pm

TQA Meeting conducted on 18/4/23 in Benaran hall at 12:30 PM.

The following members are attended:

1. Dr. Preetha R. Nair
2. Sharifa P. M.
3. Maya Unnikrishnan
4. Teena P. Benny
5. Deepa K. Davis
6. Mary Anny
7. M. I. Abdul Sharif
8. Benshi T. R.
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. Noora V. T.
16. Vinu Sebastian
17. Aparna G. Kulshma
18. Anju Raj V. Aji

### Minutes of the meeting.

1. Discussed about the final audit of the semester.
2. Discussed about the vacation in the month of May and about the internship that students need to complete before June.
3. Discussed about the reopening of classes on June 1<sup>st</sup> after vacation.
4. Discussed about the TV vehicle has to be completed in the month of May.
5. Discussed about the second series for S<sub>4</sub>/S<sub>6</sub> which has to be completed in the second week of June.
6. Discussed about internal mark calculation of S<sub>8</sub>.

Action taken

1. Fixed the date of Internal Audit on 14<sup>th</sup> June 2023.

2. Finalized the second series date of

3. Given an OBE evaluation class for

all staffs.

4. TV certificates were collected from the students.

5. Given instructions to all DQAC members to monitor the current Semester Audit procedures to be completed!

Date:- 15/6/23.

DQAC meeting conducted at principal's room on 15/6/23 at 3:00 pm.

Following members were present:

1. Dr. Preetha R. Nair

2. Asst. Prof. Shauja P.M.

3. Dr. Lakshmi R. Nair

4. Vinu Sebastian A.

5. Noora V.T

6. Soumya Sadanandan

7. Maya Unnikrishnan

8. Teena P. Benny

9. Deepa K. Davis

10. Mary Anny M.P

### Minutes of the meeting.

1. Discussed about the final audit procedures of the current semester.
2. Discussed about the planning of next semester.
3. Discussed about the status of Internal audit.

### Action taken.

1. The status of the internal audit seems to be not completed.
2. An extension was given to complete the work before 16/6/23 and DQAC members were asked to submit report on 16/6/23 itself.
3. Given instructions to stick on strictly to Academic calendar.
4. Formed course committees and stream

ND coordinators for all the departments in the next semester.

5. Given instructions to all staffs through DAAC members to submit all the registers including committees by 16/6/23 itself.

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