

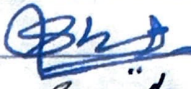
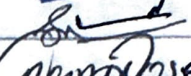
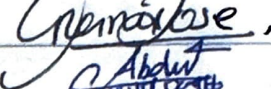




## MEMBERS ATTENDED ON 19-05-23

SL. NO	NAME	DESIGNATION	SIGNATURE
1	Dr Abdul Gafar M	Principal	
2	Amalkanth. MRA	Assist professor. CSE	
3	Shameem PL	Assistant Professor	
4	Sulai Khan	Assistant Professor	
5	Manu Jose	H.O	
6	ABDUL GAFOOR KV	President CAFIT	
7	Ms. Ayisha Nasrin	Executive trustee & director	

**KMCT INSTITUTE OF EMERGING TECHNOLOGY AND MANAGEMENT**

**MAY 19, 2023**

Minutes of IQAC meeting held at 9.00 am on 19 May, 2023 (Friday) in the Board Room.

Principal welcomed all the members present and presided over the meeting. Following are the decision taken/ discussion made in the meeting.

1. Discussed about the internal audit index in detail.
2. Asked to inform all faculties about the audit.
3. It is suggested to report the action taken for each meeting.
4. Mention the reason for deviation in course plan.
5. Principal suggested that the identification procedure for selecting bright students and the detailed policy implementation for them.
6. Faculties are asked to attend at least one FDP programme in each semester.
7. To collect the MOOC course details, Mr Amalkanth is given in charge.
8. The result analysis criteria are formulated and Ms Deepthi P will be in charge of the result analysis.
9. Assigned duties to faculties  
NAAC – Mr. Sahal Muhammed Basha, Ms. Sulaikha N  
NBA – Mr. Amalkanth, Ms. Deepthi P  
NIRF- Mr. Shameem PC, Mr. Don P Jose
10. Ms. Sulaikha & Ms. Deepthi are appointed as internal auditors.

Meeting concluded at 10:30 am

  
Co ordinator

  
PRINCIPAL

## **ACTION TAKEN REPORT**

### **Point**

1. Internal audit is conducted on 5/6/23 to 7/6/23.
2. Informed the faculties about the audit and gave the check list.
6. Two faculties attended an FDP programme held at MES Kunnukara on 29/5/23 to 31/5/23.



PRINCIPAL