

# KMEA ENGINEERING COLLEGE

## Minutes of the meeting

*Subject: Action Plan for NAAC Peer Team Visit*

*Date of Meeting: 3/2/2021*

*Time: 10am*

*Venue: IQAC Office*

*To: Principal*

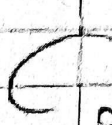
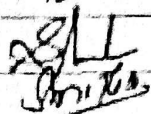
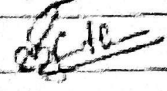
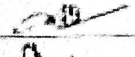

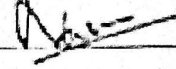
*CC: Coordinator & Members*

*Date of issue: 3/2/2021*

*Ref:*

*Pages: 1*

### *Core Committee Members Present*

<i>Sl.no</i>	<i>Name &amp; Designation</i>	<i>Signature</i>
1	Dr. Bijesh Paul- Coordinator IQAC	
2	Prof Shaila C.K-Co-coordinator	
3	Prof Smitha K M-member	
4	Dr. Sangeetha C P-member	
5	Prof Veena K Vishwam-Member	
6	Prof Nazeema V A-Member	

*Absentees with apology: Nil*

<i>Sl.no</i>	<i>Minutes</i>	<i>Action By</i>	<i>Remarks/ Target date</i>
	Meeting started with a word of welcome by the coordinator at 10am		
	Agenda 1. <i>Action Plan for NAAC Peer team Visit</i>		
	Discussion & Decisions taken. 1. Criteria wise preparations & Criteria wise mock audit were reviewed 2. Infrastructural requirements were identified. 3. Mock presentations for NAAC peer team visit was conducted. 4. Preparation for peer team visit was reviewed.	NAAC Coordinator	
	Conclusion All members decided to implement the decisions as per schedule		



