

## SAHRDAYA COLLEGE OF ENGINEERING AND TECHNOLOGY, KODAKARA - 680684

### Minutes of the meeting

Name of the meeting: ISO meeting


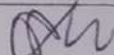

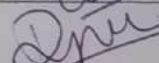



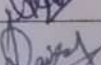
Date & Time of meeting: 18/8/23

Agenda\*:

Members attended:

Period of Review : (optional)

Venue: Online

S. No.	Name	Designation	Signature
1	Dr.Amitha Joy	ISO MR	
2	Ms.Jemcy George	ISO, DMR	
3	Ms.Gokila A Chandran	ISO Member	
4.	Ms.Deepa Devassy	ISO Member	
5.	Ms.Minu Johny	ISO Member	
6.	Sneha Antony	ISO Member	
7.	Ms.Arathy	ISO Member	
8.	Ms.Daisy Paulson	ISO Member	

\*Agenda is optional. Each agenda item must be numbered and typed in separate line)

1. Review of Action Points of the Previous Meeting:

Details of Action	Target Date	Responsibility	Progress	Revised Target	Status (Closed/Cancelled/ Continuous/ Ongoing/Deferred)
MRM template for even sem	Before July 2023	MR	Completed	NA	Closed
Revision of new ISO forms (No dues form, 1 <sup>st</sup> year feedback form)	Before July 2023	All ISO members	Completed	NA	Closed

2. Decisions taken during this meeting

Points of Review	Decisions taken	Responsibility	Target date
ISO External audit	Start preparations for the audit	All faculty	September 2023
ISO swot analysis as requested from the management	To be submitted	MR	September 2023
New ISO forms or updations of existing forms	No immediate requirements identified	ISO members	Continous

Date : 18/8/23  
C.C.TO:

Prepared by

*HP*  
Aarisha Jay

Approved by

*N. Jay*