



Date: 01/06/2020
Time :10.30 AM
Venue : Google Meet/IJET


AGENDA

- Academic monitoring
- Online Internal examination
- Webinar
- Student feedback
- Research activities

MEMBERS PRESENT:

SL NO	NAME AND DESIGNATION
1	Dr. N Malmurugan, Principal, IJET
2	Dr. Siyad KP, CEO
3	Ms Linu Paulose, IQAC Coordinator
4	Ms. Jilu Rose Aby, Assistant Professor, EEE Dept
5	Ms Prema Mani, Assistant Professor, CSE Dept
6	Ms Abeena mol, Assistant Professor, CE Dept
7	Dr. A Rosy, Professor, ECE Dept
8	Adv. Ahammed Thaslim, Administrative Officer

The meeting was started at 10.30 PM


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DISCUSSIONS AND DECISIONS:

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1	Online teaching-learning process during COVID-19 was reviewed.	IQAC Coordinator
2	Principal request the HOD to provide online teaching materials in the form of PPT, Videos, notes etc.	IQAC Coordinator/HODs
4	It was decided to conduct second internal examinations for each subject in an online mode.	IQAC Coordinator
5	The exam cell in association with IQAC would prepare timetable and invigilation duty list.	KTU Coordinator
6	As per the KTU circular, the online evaluation of B-Tech final year to be conducted between 15-06-2020 to 22-06-2022.	
7	It was decided to collect second feedback from the students. Decided to take exit feedback for out going batch(2016-2020).	Department Heads
8	Principal requested all faculties should attend online FDPs and conferences.	
9	Students and faculty members are requested to use online journals.	

Ms. Linu Paulose
IQAC Coordinator



Dr. N Malmurugan
Principal

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