



INTERNAL QUALITY ASSURANCE CELL

10-11-2018

NOTICE

Respected Sir/Madam,

Greetings from IQAC

For discussing about academic activities for Academic year 2018-2019, a meeting of IQAC members is scheduled on 12-11-2018 at 10.00 AM. All IQAC members are requested to present without any fail.

Copy to,

Principal

Members concerned

PRINCIPAL
Indira Gandhi Institute of Engineering
& Technology
Nellikuzhy P.O. Kothamangalam - 686 691



Ms. Linu Paulose

IQAC Coordinator



Date: 12/11/2018

Time :10.00 AM

Venue : Principal's Chamber/IIET

AGENDA

- Academic Monitoring
- Placement activities
- Remedial classes
- Curricular and extra - curricular activities

MEMBERS PRESENT:

SL NO	NAME AND DESIGNATION
1	Dr. N Malmurugan, Principal, IIET
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

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The meeting was started at 10.30 AM

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DISCUSSIONS AND DECISIONS:

SL NO	DISCUSSIONS AND DECISIONS	RESPONSIBILITY
1	Discussed about the first KTU external Audit Report under Remedial Actions.	KTU dept. co-coordinators /HODs
2	The overall academic plan and progress of students are to be reviewed on the basis of internal examinations and monthly activity report.	IQAC Coordinator
3	It was decided to arrange remedial classes for the students who have scored low marks in the examination.	IQAC Coordinator/Dept. Heads
4	Saju Jose sir proposed to conduct seminar on placement oriented in the month of March.	IQAC Coordinator/Placement Coordinator
5	Decided to maintain activity point register for all students. To give points for sports ,arts etc.	IQAC

No other particular matters were discussed and the meeting was dispersed at 11.45 A M

Ms. Linu Paulose
IQAC Coordinator



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Dr. N Malmurugan
Principal

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