



INTERNAL QUALITY ASSURANCE CELL

11-03-2022

NOTICE

Respected Sir/Madam,

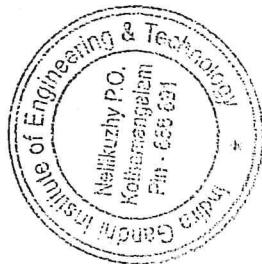
Greetings from IQAC

For discussing about academic activities for Academic year 2021-2022, a meeting of IQAC members is scheduled on 15-03-22 at 10.30 AM. All IQAC members are requested to present without any fail.

Copy to,

Principal

Members concerned



Ms. Linu Paulose

IQAC Coordinator


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Indira Gandhi Institute of Engineering
& Technology
Neelikuzhy P.O., Kothamangalam-686 691



Date : 15/03/2022
Time : 10.30 AM
Venue : Principal's Chamber/IJET

AGENDA:

- Internal Examination.
- Orientation Program.
- File system in the department.

MEMBERS PRESENT:

SL NO	NAME AND DESIGNATION
1	Dr S Senthilkumar, Principal, IJET
2	Ms Linu Paulose, IQAC Coordinator
3	Ms Prema Mani, HOD,CSE Dept.
4	Ms Geethika G Pillai, HOD, CE Dept
5	Ms Nice Mathew, Assistant Professor, CSE Dept
6	Ms Jilu Rose Abin, HOD, EEE Dept
7	Ms Jinu Mathew, Assistant Professor, ECE Dept
8	Ms Shabiya M I, Assistant Professor, CSE Dept
9	Adv Ahammed Thaslim, Administrative Officer

(Handwritten signatures of members present)

The meeting was started at 10.30 AM

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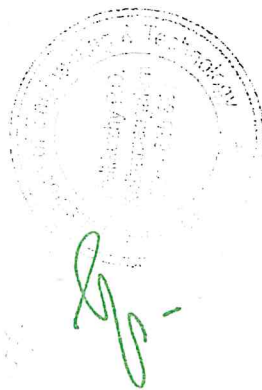


DISCUSSIONS AND DECISIONS:

SL NO	DISCUSSIONS AND DECISIONS	RESPONSIBILITY
1	Discussed about general format for internal exam question papers.	KTU dept. co-coordinators /HODs
2	Department IQAC coordinators need to verify the internal exam question papers for all semesters.	IQAC Coordinator/ KTU dept. co-coordinators
3	It is decided to keep a scrutiny report of the question papers submitted for the internal examinations. The question papers which are not having the required format should be resubmitted by the corresponding faculty.	IQAC Coordinator
4	As per the direction of principal IQAC has to prepare questionnaires for the faculty feedback.	IQAC Coordinator
5	Principal suggested circulating the check list for the preparation of course files.	IQAC Coordinator
6	Planned to conduct virtual lab for teaching and Technical staffs.	IQAC

No other particular matters were discussed and the meeting was dispersed at 11.15 A M

Ms. Linu Paulose
IQAC Coordinator



Dr. S Senthilkumar
principal

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