



INTERNAL QUALITY ASSURANCE CELL

13-02-2023

NOTICE

Respected Sir/Madam,

Greetings from IQAC

For discussing about academic activities and NAAC related works for Academic year 2022-2023, a meeting of IQAC members is scheduled on 16-02-2023 at 01.15PM Thursday. All IQAC members are requested to present without any fail.

Copy to,

Principal

Members concerned



Ms. Saniya Salim

IQAC Head

PRINCIPAL
Indra Gandhi Institute of Engineering
& Technology

Manjeri P.O., Kollam, Kerala - 686 691



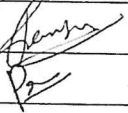






Date : 16/02/2023
Time : 1.15 PM
Venue : Principal's Chamber/IJET


AGENDA

- KTU External audit
- NAAC Related
- IAT-result analysis
- Students attendance progress

MEMBERS PRESENT:

SL NO	NAME AND DESIGNATION
1	Dr. S Senthilkumar, Principal, IIET
2	Dr. Sasikumar, Dean 
3	Ms. Saniya Salim, IQAC Coordinator 
4	Ms. Ramsiya Basheer, Assistant Professor, EEE Dept 
5	Ms Prema Mani, Assistant Professor, CSE Dept 
6	Ms Geethika G Pillai, Assistant Professor, CE Dept 
7	Ms. Shelja Jose, Professor, ECE Dept 
8	Adv. Ahammed Thaslim, Administrative Officer 

The meeting was started at 1.15PM


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

DISCUSSIONS AND DECISIONS:

SL NO	DISCUSSIONS AND DECISIONS	RESPONSIBILITY
1	Decided to categorize students based on their academic performance and improve their results.	Class in charge /HODs
2	Discussed to conduct parents meetings in the current semester.	Class in charge/HODs
3	Department file to be updated before internal audit.	IQAC Coordinator/KTU dept. coordinators/HODs
4	Insist the students to register MOOC/ONLINE courses.	KTU dept. coordinators/HODs
5	Student project status should be updated on 2 nd week of March.	Class in charge/HODs
6	It is decided to constitute an internal examination scrutiny committee for ensuring the quality of internal examination question papers. The committee should consist of department IQAC Coordinator, HOD and Member from examination cell.	Department IQAC coordinator and HODs
7	The scrutiny committee details, signed by respective HOD should be handed over to principal.	HODs
8	The internal academic audit will be conducted as per the instructions from university/orders from Principal.	IQAC

Ms. Saniya Salim
IQAC Head



Dr. S Senthilkumar
Principal

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

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