



## INTERNAL QUALITY ASSURANCE CELL

16-06-2019

### 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 19-06-2019 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  
Nellikuzhy P.O., Kothamangalam-686 691



Date: 19/06/2019  
Time :10.30 AM  
Venue : Principal's Chamber/IJET

**AGENDA**

- Academic monitoring
- Student Attendance Program
- CO Attainment Calculation
- End semester exam preparations

**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

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The meeting was started at 10.30 AM

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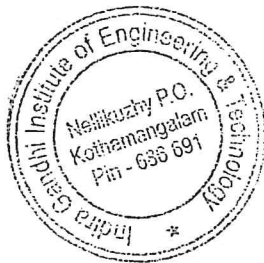


**DISCUSSIONS AND DECISIONS:**

SL NO	DISCUSSIONS AND DECISIONS	RESPONSIBILITY
1	As per the decision from KTU Decided to create a File system in the department in which all the file should be kept in hard copy form.	KTU dept. co-coordinators /HODs
2	Decided to submit consolidated attendance of the all departments.	IQAC Coordinator/ KTU dept. co-coordinators
3	Discussed about CO attainment calculation and mapping.	IQAC Coordinator
4	Principal suggested department heads to prepare the students for university examination.	IQAC Coordinator
5	Discussed about the KTU external audit report.	IQAC Coordinator
6	Principal requested to IQAC for preparing various committees.	IQAC Coordinator

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. Dr. N Malmurugan  
Principal

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