



INDIRA GANDHI
INSTITUTE OF ENGINEERING
AND TECHNOLOGY

Approved by AICTE (All India Council for Technical Education)
Affiliated to A.P.J. Abdul Kalam Technological University, Kerala

INTERNAL QUALITY ASSURANCE CELL

20-06-2022

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 22-06-22 01.30 PM. All IQAC members are requested to present without any fail.

Copy to,

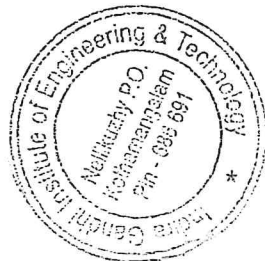
Principal

Members concerned

sg

Indira Gandhi
& Technology
Nellikuzhy P.O., Kothamangalam-686 691

Ms. Linu Paulose
IQAC Coordinator





Date : 22/6/2022
Time : 1.30 PM
Venue : Principal's Chamber/IJET

AGENDA

- Analysis of first KTU external audit report.
- Class committee minutes.
- Feedback process.
- CO attainment

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

The meeting was started at 1.30 p.m. Principal briefed the importance of the KTU internal and external audit. A detailed analysis of the first KTU external audit was done.


PRINCIPAL
Indira Gandhi Institute of Engineering
& Technology
Nellikuzhy P.O., Kolthamangalam - 680 691



DISCUSSIONS AND DECISIONS:

SL NO	DISCUSSIONS AND DECISIONS	RESPONSIBILITY
1	Approval of Previous IQAC Meeting MOM/ATR of 05-03-2022	KTU dept. co-coordinators /Faculty members.
2	Discussed about the first KTU external audit reports and the remedial actions taken. KTU dept. co-coordinators/Faculty members.	KTU dept. co-coordinators / Faculty members
3	Decided to set up Departmental Advisory Board and conduct minimum 2 meetings Annually.	IQAC Coordinator/HODs
4	Decided to maintain curricular and extra-curricular files separately in the department	IQAC Coordinator/HODs
5	Decided to follow a common question paper format for internal examinations, which will be strictly scrutinized by the DQAC	DQAC members / Faculty Members.
6	Class committee meeting minutes should maintain and the previous meeting's action taken reports.	IQAC Coordinator/HODs/Tutors
7	It is decided to take at least two faculty feedbacks during a semester.	IQAC Coordinator/HODs/Tutors
8	Decided to complete the CO attainment for AY2021-2022 even semester.	IQAC Coordinator/HODs/Department IQAC coordinators

Ms. Linu Paulose
IQAC Coordinator



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

Dr S Senthikumar
Principal

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