



INTERNAL QUALITY ASSURANCE CELL

20-06-2017

NOTICE

Respected Sir/Madam,

Greetings from IQAC


For discussing about academic activities for Academic year 2017-2018, a meeting of IQAC members is scheduled on 23-06-2017 at 01.30 PM. All IQAC members are requested to present without any fail.

Copy to,

Principal

Members concerned




Ms. Linu Paulose

IQAC Coordinator


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



Date: 23/06/2017

Time: 1.30 PM

Venue: Principal's Chamber/IJET

AGENDA:

- Review and confirm the agenda of previous meeting.
- To organize gender based activities.
- Up gradation of basic infrastructure.
- Review on execution of academic calendar and teaching plan.
- To review departmental activities of the year.

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	Ms Saniya Salim, Assistant Professor, ECE Dept
8	Adv. Ahammed Thasleem, Administrative Officer

No other particular matters were discussed and the meeting was dispersed at 02.30 PM


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DISCUSSIONS AND DECISIONS:

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1	The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members	KTU dept. co-coordinators /HODs
2	The discussion took place in the meeting regarding gender based activities and decided to conduct more activities next academic year.	IQAC Coordinator/ KTU dept. co-coordinators
3	It was discussed and decided to upgrade the basic infrastructure of the college.	IQAC Coordinator/ Committee Chairman
4	The principal reviewed the execution of academic calendar and teaching plan of each teacher and decided to give suggestions to all faculty members regarding the same which was submitted to IQAC.	KTU dept. co-coordinators /HODs/ Committee Chairman
5	The IQAC Co-coordinator reviewed the departmental activities of the year and it was discussed and decided to increase the number of departmental activities in the next academic year.	IQAC Coordinator/ KTU dept. co-coordinators

Ms. Linu Paulose
IQAC-Coordinator



Dr. N Malmurugan
Principal/Committee Chairman

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