



Date :05/03/2020
Time : 01.30 PM
Venue :Principal's Chamber/IJET

AGENDA

- Academic monitoring
- Academic auditing
- Feedback process
- Orientation program
- Admission procedure

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 01.30 PM


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DISCUSSIONS AND DECISIONS:

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1	Previous semester teaching-learning process was discussed.	IQAC co-coordinator /HODs
2	Discussed about digital library by the use of students during the project hours to downloading reference papers for their project. The student should submit hard copy of all research papers referred for their project.	IQAC Coordinator/ Department Heads
3	Course files verification for all subjects to be conducted between 06-03-2023 to 12-03-2023.	IQAC Coordinator
4	Decided to take online feedback for students twice in a semester.	IQAC Coordinator/Heads of Department
5	Principal suggested administrative officer to present current status of the admissions.	
6	Planned to conduct orientation program for final year students.	IQAC Coordinator

No other particular matters were discussed and the meeting was dispersed at 02.45 P M

Ms. Linu Paulose
IQAC Coordinator



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Dr. N Malmurugan
principal

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