



## INTERNAL QUALITY ASSURANCE CELL

03-03-2019

### 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 06-03-2019 at 10.30 AM. All IQAC members are requested to present without any fail.

Copy to,

Principal

Members concerned



Ms. Linu Paulose

IQAC Coordinator

PRINCIPAL

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



Date: 06/03/2019  
Time :10.30 AM  
Venue : Principal's Chamber/IJET

**AGENDA**

- KTU External audit
- IAT Result Analysis
- Student Attendance Program
- CO Attainment Calculation

**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

*(Handwritten signatures and initials next to the table rows)*

The meeting was started at 10.30 AM

*(Handwritten signature in green ink)*

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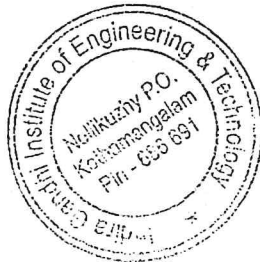


**DISCUSSIONS AND DECISIONS:**

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 consolidate attendance of the all departments.	IQAC Coordinator/ KTU dept. co-coordinators
3	Discussed about CO attainment calculation and mapping.	IQAC Coordinator
4	Department file updating before internal Audit.	IQAC Coordinator
5	Prepare the internal result analysis for the current semester and submit it to IQAC on time.	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. M Malmurugan  
Principal

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