



18-10-2018

ORDER


The management of Indira Gandhi Institute of Engineering and Technology is pleased to reconstitute the **Internal Quality Assurance Cell (IQAC)** for the academic year 2018-2019 with the following composition.

All members are requested to accept the assignment and contribute towards the effective functioning of the cell.

SL.NO	NAME	DESIGNATION	ROLE
1	Dr. N Malmurugan	Principal & Professor, MECH	Chairman, IQAC
2	Ms. Linu paulose	Asst. Professor, CSE	IQAC Coordinator
3	Dr. Siyad .K.P	CEO, Indira Gandhi Group of Institutions.	Member
4	Ms. Saniya Salim	Assistant Professor, ECE	Head
5	Ms. Shalu Assis	Asst. Professor , CIVIL	Member
6	Ms. Geethika.G.Pillai	Asst. Professor , CIVIL	Member
7	Mr. Athul KS	Asst. Professor, BASIC SCIENCE	Member
8	Ms. Prema Mani	Asst. Professor, CSE	Member
9	Ms. Ramsiya Basheer	Asst. Professor, EEE	Member
10	Ms. Nice Mathew	Asst. Professor, CSE	Member
11	Adv Ahammed Thaslim	Administrative Officer	Member
12	Ms Shahana Anas	Nellikuzhi Panchayath	Local Body Member
13	Mr. Manish Sajan	Head Authority , VERGHMENS ELECTRICALS, 1/169 A, Ezhakkaranadu(s), Puthencruz (via), Ernakulam, Kerala, 682308	Member
14	Ms Sreelekshmi S	Alumni	Member
15	Ms Ganga TS	CE Dept - Student	Member
16	Ms Aswini KM	ECE Dept - Student	Member


Dr. N Malmurugan
Principal, IJET




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

To. The members concerned



INTERNAL QUALITY ASSURANCE CELL

05-10-2018

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 08-10-2018 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: 08/10/2018
Time :10.30 AM
Venue : Principal's Chamber/IJET


AGENDA

- KTU External audit
- Internal examination
- Student Attendance Program
- Feedback process
- Placements Program

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

The meeting was started at 10.30 AM


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DISCUSSIONS AND DECISIONS:

SL NO	DISCUSSIONS AND DECISIONS	RESPONSIBILITY
1	Decided to complete department files and subject files for the KTU audit and submit to IQAC on time.	KTU dept. co-coordinators /HODs
2	It was decided to consolidate attendance and submit to IQAC.	IQAC Coordinator/ KTU dept. co-coordinators
3	It was decided to take online feedback from students after first internal examination of odd semester.	IQAC Coordinator
4	IQAC Coordinator suggests department Heads to submit First internal Question papers for odd semester with scrutiny.	IQAC Coordinator
5	Department file updating before internal Audit.	IQAC Coordinator
6	Prepare the university result analysis for the previous semester and submit it to IQAC on time.	IQAC Coordinator
7	Planned to conduct a software skill development program.	Placement 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. N Malmurugan
Principal

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