

**INDIRA GANDHI INSTITUTE OF ENGINEERING AND TECHNOLOGY-  
NELLIKUZHY**

**03-FEB-2017**

**ORDER**

The management of Indira Gandhi engineering college is pleased to constitute the Internal Quality Assurance Cell for the academic year 2017-2018 with the following composition:

- |                                     |               |
|-------------------------------------|---------------|
| Dr.N Malmurugan(Principal)          | - Chairman    |
| Ms. Linu Paulose                    | - Coordinator |
| Prema Mani(CSE)                     | - member      |
| Mr. Sarma Sandeep Jayakrishnan(ECE) | - member      |
| Ms. Saniya Salim(ECE)               | - member      |
| Ms. Ajmal Muhammed(CE)              | - member      |
| Dr. Eldho Aby(BASIC SCIENCE)        | - member      |
| Ms.Jilu Rose Abin (EEE)             | - member      |

All members are requested to accept the assignment and contribute towards the effective functioning of the cell. The meeting of the cell should be convened at regular intervals to plan and execute the future course of action.




PRINCIPAL

To the members concerned

Copy to:

HODs



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## INTERNAL QUALITY ASSURANCE CELL

06-02-2017

### 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 09-02-2017 at 10.30 AM. All IQAC members are requested to present without any fail.

Copy to,

Principal

Members concerned



Ms. Linu Paulose

IQAC Coordinator

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P.O., Nellikuzhy, Kollam

Date : 09/02/2017  
Time : 10.30 AM  
Venue : Principal's Chamber/IJET

### AGENDA

- To take follow up of academic calendar of the year.
- Regarding academics and administrative audit.
- Planning of academics and research activities of the college and departments.
- Students assessment record monitoring.
- Any other relevant issues made by the IQAC members.

### 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

*(Handwritten signatures of the members listed in the table)*

The meeting was started at 10.30 AM

*(Handwritten signature in green ink)*

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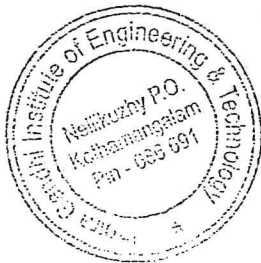
**DISCUSSIONS AND DECISIONS:**

SL NO	DISCUSSIONS AND DECISIONS	RESPONSIBILITY
1	The follow up of academic calendar was taken with discussions and evaluation. IQAC Coordinator explained about the execution of the academic calendar and it was resolved to execute academic calendar strictly	IQAC Coordinator/ KTU co-coordinator
2	It was discussed and decided to conduct academic and administrative audit every year.	IQAC Coordinator/ KTU co-coordinator
3	The college should submit proposals for Faculty Development Program (FDP) and Head of the departments should submit proposals for International, National, State level and University level conferences, workshops and seminars to UGC.	KTU co-coordinator/HODs
4	The IQAC coordinator suggested to introduce additional skill oriented, value added certificate courses for the students and to conduct faculty development programs.	IQAC Coordinator

No other particular matters were discussed and the meeting was dispersed at 11.45 A M



Ms. Linu Paulose  
IQAC Coordinator




Dr. N Malmurugan  
Principal/Committee Chairman



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