



IQAC MINUTES OF MEETINGS

Name of the meeting : Principal –IQAC- AC- HoD meeting	Ref No	IJET/IQAC/MOM/25-26/EVEN/003
Venue : Principal chamber	Date & Time of Meeting	11/12/2025 & 12.30 P.M
Members Present		
Principal	Dr.S Senthilkumar	
Vice Principal & IQAC Coordinator	Ms. Saniya Salim	
Dy-IQAC & Academic Coordinator	Mr Magudeswaran S	
Academic Coordinator	Mr Rahul T Prakash	
Exam Cell Coordinator	Ms Aleena Rahman	
HoD (I/C) - Civil	Ms. Geethika.G.Pillai	
HoD (I/C) – CSE	Ms.Thasni K M	
HoD (I/C) - AI & ML	Ms Meenu Paulose	
HoD (I/C) – ECE	Ms Shelja Jose	
HoD (I/C) – EEE	Mr. Muhammed Jeseem	
HoD (I/C) – Basic Science	Ms Ancy Skaria	

AGENDA

- ET LAB software familiarization for newly joining faculties.
- Christmas Holidays Declared by KTU.
- Duty Leave for students.
- Documentation of special class request and details.



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- Leave Days marking in daily attendance register
- Maintaining Daily activity register in Departments
- Question Bank Submission for Module 1

Discussions and Decisions:

Sl.No	Points discussed	Targeted Date	Responsibility	Remarks
1	Orientation and hands-on training sessions will be conducted to familiarize newly joined faculty members with the ET LAB software.	At the Earliest	IQAC Coordinator	
2	The Principal informed the faculty members about the Christmas holidays as officially declared by KTU. Departments are instructed to strictly adhere to the university holiday schedule.	12/12/2025	All HOD's	
3	Guidelines regarding duty leave for students were discussed. Duty leave will be granted only for approved academic, co-curricular, or extracurricular activities with proper authorization. Tutors are instructed to verify and recommend duty leave requests before forwarding them to the HoD.	N/A	All Tutors, All HOD's & AC's	
4	It was emphasized that all special/remedial classes must be properly documented. Faculty members should submit a formal request mentioning date, time, subject, student list, and purpose the	N/A	All faculty members, All HOD's & AC's	



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	class. Records must be maintained for audit and academic monitoring purposes.			
5	Tutors were reminded to mark leave days clearly and correctly in the daily attendance register.	N/A	All Tutors	
6	All departments were instructed to maintain a daily activity register on a regular basis.	12/12/2025	All HOD's	
7	Faculty members were instructed to prepare and submit the question bank of Module 1 within the stipulated time. The question bank should follow the KTU syllabus and include questions covering all COs and Bloom's Taxonomy levels. Academic Coordinators were advised to maintain both soft and hard copies for internal review and future reference.	09/01/2026	All faculty members	


Ms. Samiya Salim
IQAC Head


Dr. S Senthilkumar
Principal