INDIRA GANDHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

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Nellikuzhi PO, Kothamangalam, Ernakulam Dt., Kerala - 686691.   www.iiet.org.in

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IQAC-MINUTES OF MEETINGS

Name of the meeting : Principal – IQAC-AC-HoD meeting	Ref No	IIET/IQAC/MOM/2025-26/004
Venue : Principal chamber	Date & Time of Meeting	13/10/2025 & 11.05 A.M

Members Present		
Principal	Dr.S. Senthilkumar	
Vice Principal/IQAC Coordinator	Ms. Saniya Salim	
Dy.IQAC Coordinator/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

➢ Faculty Performance Review based on S2 university Results .
➢ Active participations in Mind Mesh Program Organized by IIC.
➢ Revision Schedule for S3, S5&S7.
➢ Higher Semester Portion Coverage.
➢ Submission Deadlines for Final Attendance and Internals.
➢ No due form Submission for Higher Semesters.
➢ Strict Adherence to Academic Calendar.

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- ➤ End Semester Feedback from Students.
- ➤ Staff Tour.

Discussions and Decisions:

S.No	Points discussed	Targeted Date	Responsibility	Remarks
1	Review Explanation from faculties through HoDs with low pass percentages (less than 30%) in S2 university results.	13/10/2025	Faculties having low pass percentage.	
2	Effective participation of all dept. in Mind Mesh program organized by IIC as a part of national innovation day. Detailed action plan and schedule discussed.	16/10/2025&17/10/2025	HoDs /IIC coordinators.	
3	Finalizing and submission of revision schedule, keep focus on practicing previous year university questions and model question papers.	17/10/2025	All HOD's.	
4	HODs to oversee classes and ensure syllabus coverage. Instructed to take necessary steps to improve current semester results.All departments (higher semesters) advised to complete the portion on time.(23/10/2025).	23/10/2025	All HOD's	
5	Submission deadlines of final attendance and internals for S3, S5&S7. Final attendance submission: 23rd October,2025 KTU portal update: 24th October,2025 Final Internal submission: 23rd October,2025 KTU portal update: 29th October,2025	27/10/2025 (Documents to IQAC)	All HOD's	

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6	No due form submission, strictly follow the directions given by principal.	27/10/2025	All HOD's.	
7	All faculties are instructed to strictly follow the academic calendar for the effective completion of academics.	N/A	All staff members.	
8	End semester students feedback forms should be collected for all higher semesters.	22/10/2025	All HOD's	
9	Staff club (IIET ROWERS) is planning to conduct staff tour on 25/10/2025 seeking suggestions from staffs.	14/10/2025	All staff members.	

Ms. Saniya Salim
IQAC Head

Dr. S Senthilkumar
Principal