



**IQAC MINUTES OF MEETINGS**

Name of the meeting : Principal –IQAC- HoD meeting	Ref No	IJET/IQAC/MOM/25-26/EVEN/002
Venue : Principal chamber	Date & Time of Meeting	02/12/2025 & 12.30 P.M
<b>Members Present</b>		
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	d-
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**

- Submission of Even semester Time table in the prescribed format circulated by IQAC
- Weekly Departmental meeting and maintaining minute of meeting and action taken report.
- Leave form procedure (Effective from even semester).



**INDIRA GANDHI  
INSTITUTE OF ENGINEERING  
AND TECHNOLOGY**



Approved by AICTE, Affiliated to A.P.J. Abdul Kalam Technological University, Kerala.  
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**Discussions and Decisions:**

Sl.No	Points discussed	Targeted Date	Responsibility	Remarks
1	Even semester time table must be Submitted in the prescribed format circulated by IQAC and same must be fixed in the notice board. Confirm that each time table clearly includes lecture, practical, remedial hour below the time table.	03/12/2025	All HOD's	
2	Implement the Principal's directive to conduct departmental meetings every Friday. Plan weekly review points: academics, student progress, workload distribution, event updates, and action items. Maintaining minutes of meeting and action taken report.	05/12/2025	All HOD's	
3	Inform all staff about the updated leave approval process. From the even semester onward, all staff members must get their leave forms signed by the respective academic coordinators before submission.	03/12/2025	All staff members	

  
Ms. Saranya Salim  
IQAC Head

  
Dr. S Senthilkumar  
Principal