



IQAC MINUTES OF MEETINGS

Name of the meeting : Principal –IQAC- HoD meeting	Ref No	IJET/IQAC/MOM/25-26/EVEN/001
Venue : Principal chamber	Date & Time of Meeting	27/11/2025 & 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

- Commencement of Even Semester Classes.
- Preparation of documents for even semester (TT, Master TT).
- Proper monitoring of student attendance.
- Class Arrangements during valuation
- Completion of lesson planning and related documents in Academic ERP software.
- Internal Audit Completion by IQAC



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- Address the active functioning of SGRC, ICC for student support.
- Emphasis on enhancing semester academic performance.

Discussions and Decisions:

Sl.No	Points discussed	Targeted Date	Responsibility	Remarks
1	The commencement of Even Semester classes as per the university academic calendar. Commencement of S8, S6 classes on 01/12/2025. Commencement of S4 classes on 03/12/2025. Departments were instructed to ensure timely start of classes and completion of preparatory activities.	N/A	All HOD's	
2	Even semester time table must be prepared in the prescribed format circulated by IQAC and get approval from principal. Confirm that each time table clearly includes lecture, practical, remedial hour below the time table.	01/12/2025	All HOD's	
3	All faculties are directed for strict monitoring of student attendance. Departments were instructed to regularly review attendance records and take necessary actions as per institutional norms.	N/A	All Faculties	
4	The issue of class arrangements during valuation duties was discussed. It was resolved that departments should make suitable alternate arrangements to ensure that regular academic activities are not affected.	N/A	All HOD's	
5	All faculty members must complete and upload the lesson plans and required documents in the ERP within the stipulated timeframe to ensure academic monitoring and compliance.	01/12/2025	All Faculties	



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6	The status of Internal Audit conducted by IQAC was reviewed. It was noted that the audit process is to be completed within the stipulated timeframe, and departments were directed to extend full cooperation by submitting required documents promptly.	05/12/2025	All HOD's	
7	The importance of the active functioning of the Student Grievance Redressal Committee (SGRC) and Internal Complaints Committee (ICC) was emphasized. It was decided that departments should ensure proper awareness among students regarding these support mechanisms.	N/A	All HOD's	
8	The committee discussed the need to improve semester academic performance. It was decided that departments should implement appropriate academic measures to support student learning and improve outcomes.	N/A	All HOD's	


Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal