



**INDIRA GANDHI
INSTITUTE OF ENGINEERING
AND TECHNOLOGY**



Approved by AICTE, Affiliated to A.P.J. Abdul Kalam Technological University, Kerala.
Nellikuzhi PO, Kothamangalam, Ernakulam Dt., Kerala - 686691. www.iict.org.in

IQAC-MINUTES OF MEETINGS

Name of the meeting : Principal – IQAC-HoD meeting	Ref No	IIET/IQAC/MOM/25-26/001
Venue : Principal chamber	Date & Time of Meeting	30/06/2025 & 12.30 P.M
Members Present		
Principal	Dr.S Senthilkumar	
IQAC Coordinator	Ms. Saniya Salim	
Dy-IQAC Coordinator	Mr Magudeswaran S	
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 orientation program
- College Academic Calender
- All Staff meeting & Preparation of Question Bank
- Events to be Organized by Departments
- Industrial visit
- Module completion
- Feed back



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Discussions and Decisions:

S.No	Points discussed	Targeted Date	Responsibility	Remarks
1	Intimate that faculty Orientation program will be conducted for all the staff members	1 st July 2025	All staff members	
2	All faculties are directed to follow strictly college academic calendar of odd semester without any deviation	N/A	All staff members	
3	Principal intimate that staff meeting will be held every month as per college Academic calendar	1 st August 2025	All staff members	
4	Principal intimated to conduct an event compulsory by each department	16 th July 2025	HOD/AI&ML	
5	Head of the departments are requested to plan industrial visit for ODD semester	N/A	All HOD's	
6	Faculties are to complete first module in the month of July	21 st July 2025	All staff members	
7	Principal requested head of the departments to collect student feedback every 15 days	15 th July 2025	All HOD's	
8	Faculties are directed to prepare last five years university question bank	4 th July 2025	All staff members	


Ms. Sanyal Salim
IQAC Head


Dr. S Senthilkumar
Principal