



IQAC-MINUTES OF MEETINGS

Name of the meeting : Principal –IQAC- HoD meeting	Ref No	IIET/IQAC/MOM/2025-26/002
Venue : Principal chamber	Date & Time of Meeting	31/07/2025 & 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

- Status of KTU Committee
- Status Of Monthly Attendance
- Library access of Staff members & Students
- Status of Module completion
- Conduction Of Special class
- First year induction Program and convocation



**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	KTU committees are directed to conduct meeting properly and suggested to follow the same	As per college Academic calendar	KTU committee in charge	
2	Principal intimated to add special class attendance for the month of July	Submission of attendance percentage on 4 th August 2025	All class Advisors and All HoD's	
3	Usage of library by both staff members and students are limited so principal directed the staff members to increase the usage time.	N/A	All staff members	
4	Discussed the status of module completion.	14 th August 2025 for Module 2	All staff members	
5	Conduct Special class to complete the portion if needed.	14 th August 2025 for Module 2	All staff members	
6	first year induction Program and Conduction of convocation	Third week of August 2025	All staff members	

Ms. Sanjya Salim
IQAC Head

Dr. S Senthilkumar
Principal