



IQAC MINUTES OF MEETINGS

Name of the meeting : Principal –IQAC- AC- HoD meeting	Ref No	IIET/IQAC/MOM/25-26/EVEN/004
Venue : Principal chamber	Date & Time of Meeting	06/01/2026 & 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 Aieena 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

- Duty Leave for students having supplementary Exams
- Monitoring of Dept. daily activity and dept. meeting registers.
- Submission of annual Appraisal Form
- Publishing of monthly attendance and intimation letters to parents
- Question bank submission progress
- Students industrial visit guidelines.



**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.iiet.org.in

- Submission of No Due forms and Attendance Registers.

Discussions and Decisions:

Sl.No	Points discussed	Targeted Date	Responsibility	Remarks
1	Discussed the provision of duty leave for students appearing for supplementary examinations. It was resolved that duty leave may be granted on examination days upon receiving the official supplementary examination attendance from Controller of examination.	N/A	All HoDs	
2	The importance of maintaining the department daily activity register and department meeting register was emphasized. It was decided that these registers should be updated regularly and monitored periodically by the Academic Coordinators for compliance and accuracy.	N/A	Academic Coordinators	
3	The submission of the Annual Appraisal Form by all faculty members was discussed. Faculty members must submit the completed appraisal forms within the stipulated deadline as per institutional and IQAC guidelines.	12/01/2026	All faculty members	
4	The process of publishing monthly student attendance was reviewed. Departments should display monthly attendance regularly and issue intimation letters to parents of students with attendance shortages, following institutional norms. Submit the same for IQAC Documentation.	09/01/2026	All HoDs	



**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.iiet.org.in

5	<p>The progress of question bank submission was reviewed. Faculty members who have not yet submitted the required question banks were instructed to complete the submission at the earliest, ensuring adherence to syllabus coverage and IQAC-prescribed formats.</p>	09/01/2026	All faculty members	
6	<p>The guidelines for organizing industrial visits were discussed in detail.</p> <p>Departments were directed to provide proper intimation to students regarding the guidelines and to inform the Principal about the batches interested in undertaking the industrial visit.</p> <p>All departments must strictly follow institutional guidelines, obtain prior approvals, ensure proper documentation, and submit post-visit reports for records and IQAC verification.</p>	08/01/2026	All HOD's	
7	<p>The matter regarding the submission of No Due forms and attendance registers of the previous semester was discussed.</p> <p>It was decided that all departments must submit the duly verified No Due forms and complete attendance registers of the previous semester within the stipulated time in IQAC for documentation .</p>	08/01/2026	All HOD's	


Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal