



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

IQAC MINUTES OF MEETINGS

Name of the meeting : Principal -IQAC- AC- HoD meeting	Ref No.	IET/IQAC/MOM/25-26/EVEN/010
Venue : Principal chamber	Date & Time of Meeting	30/04/2026 & 11.00 A.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 Aléena 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	
Dpty. HoD– ECE	Ms.Diyona K. Mangalakadan	
HoD (I/C) – EEE	Mr. Muhammed Jeseem	
HoD (I/C) – Basic Science	Ms Ancy Skaria	

Note: Ms. Shelja Jose, HoD (I/C) – ECE, was absent for the meeting

AGENDA

- Academic Planning for the New Semester.
- Faculty Requirement and Vacancy Status.
- Student Admission and Induction Activities.
- ERP and Academic Documentation Review.



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- Faculty Vacation Leave Planning.

Discussions and Decisions:

Sl.No	Points discussed	Targeted Date	Responsibility	Remarks
1	Course allocation, workload distribution, and timetable preparation were deliberated. Departments were advised to ensure timely completion of course plans and academic schedules before the commencement of classes.	15/06/2026	All HoDs,	
2	Department-wise faculty requirements and existing vacancies were reviewed. The need for filling vacant positions before the commencement of the semester was discussed. Departments highlighted additional faculty requirements based on workload, student strength	Immediately	All HoDs	
3	The status of admissions for the upcoming academic year was reviewed.	N/A	All HoDs	
4	The current status of ERP updates and academic data management was reviewed. Faculty members were advised to ensure timely updating of student records and course-related information in the ERP system. The importance of maintaining accurate academic documentation for quality assurance and audit purposes was discussed.	25/06/2026	All faculty Members	



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5	The committee discussed the scheduling of faculty vacation leave during the semester break. It was emphasized that vacation leave should be availed as per institutional norms without affecting valuation duties, admission-related activities, timetable preparation, or the commencement of academic activities. Department-wise coordination of leave schedules was discussed to ensure the smooth functioning of academic and administrative processes.	N/A	All HoDs	
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Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal