



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	IJET/IQAC/MOM/25-26/EVEN/006
Venue : Principal chamber	Date & Time of Meeting	10/02/2026 & 12.00 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	Mis 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

- IAT1 Result analysis submission for higher semesters
- Finalization of the First Internal Examination schedule for B.Tech S2, BBA,BCA
- Submission of question papers and scrutiny forms.
- Circulation of feedback form and submission of analysis and action- taken report.



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- Parent intimation letter regarding attendance and internal assessment marks.
- Submission of KTU academic audit related program specific documents .
- Reminder for conducting B. Tech Minor First internal.
- Submission of QB for module 3& 4
- Proper stock verification and lab maintenance.

Discussions and Decisions:

Sl.No	Points discussed	Targeted Date	Responsibility	Remarks
1	All departments were instructed to complete and submit the result analysis of First Internal Assessment Test (IAT1) for higher semesters.	16/02/2026	All HoDs	
2	The First Internal Examination schedule for B.Tech S2, BBA, and BCA programs was finalized 26th, 27th feb. And 2 nd March. Departments were directed to communicate the timetable to students without delay.	12/02/2026	BS ,BBA,BCA HoDs	
3	HoDs must ensure timely submission of question papers along with duly signed scrutiny forms as per academic guidelines.	18/02/2026	All faculty members, BS ,BBA,BCA HoDs	
4	Course feedback forms should be circulated to students. Departments must submit: • Feedback Analysis Report • Action-Taken Report.	13/02/2026	All HoDs	



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5	Parent intimation letters regarding attendance shortage and internal assessment marks must be prepared and dispatched promptly with proper records maintained.	13/02/2026	All HoDs	
6	Submission of programme-specific documents related to KTU Academic Audit was reviewed. HoDs were reminded to submit all required files with supporting evidence.	17/02/2026	All HoDs	
7	A reminder was issued to conduct the First Internal Examination for B.Tech Minor courses as per the academic calendar.	16/02/2026	CSE,CE,ECE HoDs	
8	Faculty members must submit the Question Bank for Modules 3 & 4 within the stipulated time.	13/02/2026	All faculty members	
9	Departments were instructed to carry out: • Proper stock verification • Updating stock registers • Ensuring lab maintenance, safety, and functionality of equipment	16/02/2026	All HoDs, Lab In Charges	


Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal