



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.



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IQAC MINUTES OF MEETINGS

Name of the meeting : Principal –IQAC- AC- HoD meeting	Ref No	IJET/IQAC/MOM/25-26/EVEN/008
Venue : Principal chamber	Date & Time of Meeting	10/03/2026 & 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	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	
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

- Department Journal Subscription Renewal and Changes (if any)
- Suggestions to Improve Admissions in Core Branches
- Parents' Meeting for Students with Attendance Below 65%
- No due submission for higher semesters.
- Portion completion status



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Discussions and Decisions:

Sl.No	Points discussed	Targeted Date	Responsibility	Remarks
1	Department Journal Subscription Renewal and Changes (if any). It was decided to renew essential journals. Departments may propose new subscriptions based on current academic needs, and any cancellation must be justified and approved.	By end of this semester.	All HoDs,	
2	Various strategies to enhance admissions in core branches were discussed, including outreach and promotional activities.	Immediately	All faculty Members	
3	The issue of low student attendance was discussed in detail. It was decided to organize a parents' meeting for students with attendance below 65%. Parents will be informed officially.	Immediately	All HoDs & Tutors	
4	The importance of timely submission of no due forms for higher semester students was emphasized. All students must complete the no due process within the stipulated time. Departments will ensure proper verification, and delays will not be entertained without valid reasons.	16/03/2026	All HoDs	
5	Faculty members must ensure timely completion of portions as per the academic schedule. Any delay should be reported, and corrective measures must be taken.	27/3/2026	All faculty Members	

Ms. Saniya Salim
IQAC Head

Dr. S Senthilkumar
Principal