



IQAC MINUTES OF MEETINGS

Name of the meeting : Principal –IQAC- AC- HoD meeting	Ref No	IJET/IQAC/MOM/25-26/EVEN/005
Venue : Principal chamber	Date & Time of Meeting	13/01/2026 & 12.30 P.M
Members Present		
Principal	Dr.S Senthilkumar	
Vice Principal & IQAC Coordinator	Ms. Saniya Salim	
Dy-IQAC & Academic Coordinator	Mr Magudeswaran S	
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	

NOTE: Academic Coordinator CSE - Mr Rahul T Prakash - Absent

AGENDA

- Review of portion completion status.
- Finalization of the First Internal Examination schedule.
- Submission of question papers and scrutiny forms.
- Submission of Question bank with answers.



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- Intimation to students regarding KDISC and NPTEL course registrations.
- Reminder on conducting the M.Tech S2 First Advisory Committee Meeting.

Discussions and Decisions:

Sl.No	Points discussed	Targeted Date	Responsibility	Remarks
1	The progress of syllabus coverage across all departments was reviewed. HoDs were instructed to ensure timely completion of the prescribed syllabus as per the academic calendar. The lagging portions must be compensated through additional classes.	23/01/2026	All HoDs	
2	The schedule for the First Internal Examination was discussed. After deliberation, the examination dates were finalized as 27/1/2026 to 29/1/2026, ensuring adequate preparation time for students. Departments were advised to strictly adhere to the finalized schedule.	27/01/2026	All HoDs	
3	Procedures for internal examination question paper submission were discussed. All question papers must be submitted along with answer scheme on time for scrutiny to ensure uniformity and error-free evaluation. The scrutiny committee will complete verification before final approval.	20/01/2026	All faculty members	



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4	The status of Module II question bank preparation was reviewed. Faculty members were instructed to submit the finalized question bank with answers within the stipulated deadline. AC's & HoDs to verify quality and Bloom's Taxonomy compliance before submission.	16/01/2026	All faculty members	
5	The importance of student enrollment in KDISC and NPTEL courses was emphasized. KDISC Mentors, Tutors and HoDs were instructed to ensure proper communication and guidance to students regarding registration deadlines. Compliance reports to be submitted to IQAC.	31/01/2026	KDISC Mentors, Tutors & HoDs	
6	A reminder was issued regarding the conduct of the M.Tech S2 First Advisory Committee Meeting. Concerned faculty coordinators were instructed to schedule and complete the meetings at the earliest and submit minutes to the Academic coordinator.	15/01/2026	Concerned faculty coordinators, CE & CSE HOD's	


Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal