



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/007
Venue : Principal chamber	Date & Time of Meeting	17/02/2026 & 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	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	

AGENDA

- Proposal and Finalization of Dates for Arts Day and College Day Celebrations.
- Proper conduct of College Union Election as per University Guidelines.
- First Internal Academic Audit – Higher Semesters.
- Second Advisory Committee Meeting– Higher Semesters.
- Final Year Project Review- Status of ongoing projects.



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- Review of Progress of Upcoming KTU Academic Audit Documents.

Discussions and Decisions:

Sl.No	Points discussed	Targeted Date	Responsibility	Remarks
1	The committee discussed the tentative dates for conducting Arts Day and College Day. After detailed discussion, it was resolved to conduct: • Arts Day on: 23/02/2026 • College Day on: 24/02/2026	23/02/2026 & 24/02/2026	All HoDs, Program Coordinators.	
2	The IQAC discussed the need to conduct the College Union Election strictly in accordance with the University norms and regulations. It was resolved that: • The election shall be conducted as per the guidelines issued by the University. • An Election Committee will be constituted to oversee the process. • The code of conduct must be strictly followed by all candidates and students. • Transparency and fairness will be ensured throughout the election process.	20/02/2026	Returning Officer & All HoDs	



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3	The IQAC reviewed the plan for conducting the first internal academic audit for higher semesters. It was decided that: - Audit will be conducted from 26/02/2026 - Departments must ensure syllabus completion records, course files, and attendance registers are updated. - Audit committee members were finalized.	26/02/2026 for combined batch, 27/02/2026 for AI&CSE	IQAC Coordinator, Dept.IQAC Coordinators &All HoDs	
4	The committee decided to conduct the second advisory meeting on or before 20/02/2026 Previous recommendations were reviewed, and necessary follow-up actions were assigned to respective departments.	20/02/2026	All HoDs	
5	The progress of final year projects was discussed. It was resolved that: - Final review will be conducted from 09/03/2026 - Students must submit progress reports before the review date.	09/03/2026 to 13/03/2026	Project Coordinators &Concerned Guide	
6	The IQAC reviewed the progress of preparation for the upcoming academic audit by University. The IQAC will conduct an internal verification prior to the external audit. Departments shall submit the final compiled documents to IQAC on or before 13/3/2026.	17/03/2026	All HoDs	

Ms. Saniya Salim
IQAC Head

Dr. S Senthilkumar
Principal