



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/009
Venue : Principal chamber	Date & Time of Meeting	24/03/2026 & 1.00 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

- Review of End-Semester Activities
- Final Internal Marks and Attendance Submission
 - Verification and consolidation of internal marks
 - Attendance submission through Academic Coordinators
- Discussion on Second Internal Audit Schedule



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- Audit timeline and department-wise coordination
- Documentation requirements and compliance review
- End-Semester Student Feedback Submission
 - Status of feedback collection
 - Submission and analysis procedure

Discussions and Decisions:

Sl.No	Points discussed	Targeted Date	Responsibility	Remarks
1	The status of final internal marks and attendance submission was reviewed. Departments reported progress in the verification and consolidation of internal marks. The importance of accurate attendance submission through Academic Coordinators was emphasized to avoid discrepancies during result processing.	As per KTU calendar.	All HoDs,	
2	The proposed timeline for the Second Internal Audit was presented and discussed. Department-wise coordination requirements and responsibilities were reviewed. Documentation standards, compliance requirements, and supporting evidence to be maintained for the audit were discussed.	09/04/2026	All faculty Members	



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3	The status of end-semester student feedback collection across departments was reviewed. Procedures for submission, compilation, and analysis of feedback were discussed. The significance of utilizing feedback outcomes for quality improvement initiatives was highlighted.	By end of this semester	All HoDs & Tutors	
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Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal