

# MAHAGURU INSTITUTE OF TECHNOLOGY

Kattachira, Pallickal P.O, Kayamkulam, Kerala 690503

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of the Meeting

Date :05. 06. 2023

Venue: Conference Hall

Time : 12.30 PM

Members Present:

1. Dr. Manju J, Principal/Chairperson
2. Dr.Arun Elias,IQAC Co-ordinator
3. Ms. Suma S G, Member Faculty
4. Mr. Prajeesh, Member Faculty
5. Dr. Manikanda Prabhu, Member Faculty
6. Mr. K.S.Sasi, Member Faculty
7. Mr. Rahul P Raj, Member Faculty
8. Ms. Priya Grace Itti Eipe, Member Faculty
9. Athira Raj, Member Faculty
10. Mr. Ajeesh R, Employer
11. Mr. Rahul Raj, Alumini
12. Ms.Pavithraganga, Student

### Minutes of Meeting

Sl.No.	Agenda	Discussion/ Decision	Responsibility
1	Approval of minutes of previous meeting	Minutes were approved unanimously	
2	Submission of AQAR 2021-2022	The preparation of AQAR 2021 – 2022 must be completed at the earliest.	The NAAC Coordinator
3	NBA Accreditation works in CSE	Conduct review meetings to check the progress of NBA Accreditation process. Mock audit must be conducted.	NBA Coordinator
4	KTU Inspection- EVIC	All documents relevant for the	KTU Coordinator

		inspection must be submitted	
5	KTU External Academic Audit Preparation	All department files and course files must be prepared. An internal audit will be conducted.	IQAC coordinators
6	Faculty Feedback by students	The student feedback on the faculty must be collected and reviewed.	The HODs
7	Improvement in University results.	Principal instructed to take measures to improve the university results of various departments.	The HODs
8	Final Year Projects.	Encourage students to participate in Conferences. The innovative projects should be published in reputed journals.	Project Coordinator
9	Improvement in University results.	Principal instructed to take measures to improve the university results of various departments.	The HODs
10	Sessional marks/ final attendance	Final attendance report and sessional calculations must be done after Series-2 remedial. Remedial test can be conducted for students with less sessionals.	The HODs

  
IQAC COORDINATOR

  
PRINCIPAL

Copy to

1. Website
2. File
3. All Members of IQAC

