

# MAHAGURU INSTITUTE OF TECHNOLOGY

Kattachira, Pallickal P.O, Kayamkulam, Kerala 690503

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of the Meeting

Date :20. 01. 2023

Venue: Conference Hall

Time : 2.00 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.	NBA Coordinator

4	NBA SAR Submission	SAR must be submitted on 21-02-2023	NBA Coordinator
	Alumni Meet	Alumni meet must be conducted in the month of January	Alumni Coordinator
5	Faculty Feedback by students	The student feedback on the faculty must be collected and reviewed.	The HODs
6	Course file Submission S3/S5/S7	The IQAC coordinator will share the new format and an internal audit can be conducted.	The HODs
7	Internal Academic Audit	All department files and course file must be prepared. All the relevant documents submitted for internal audit.	IQAC coordinators
8	Professional Body Activities	Organise professional body /chapter activities.	CSI,ISTE Coordinator
9	Conduction of Department Programs	Every dept must organise Dept. specific events. Department calendar must be submitted by 28/02/2023	Dept. Program Coordinator
10	Improvement in University results.	Principal instructed to take measures to improve the university results of various departments.	The HODs
11	Final Year Projects.	The quality of final year projects should be high. The innovative papers should be converted into publications.	Project Coordinator
12	NBA Mock Audit	All Criteria wise documents must be prepared by 03-04-2023	NBA Coordinator
13	KTU External Audit Preparation	Principal instructed all departments to prepare all the relevant documents required for audit.	IQAC coordinators

  
IQAC COORDINATOR



  
PRINCIPAL

Copy to

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