

MAHAGURU INSTITUTE OF TECHNOLOGY

Kattachira, Pallickal P.O, kayamkulam, Kerala 690503

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Date :20. 10. 2022

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	Progress in the submission of AQAR 2021-2022	The Principal instructed to complete the preparation of AQAR 2021 - 2022 as early as possible.	The NAAC Coordinator
3	KTU External Audit Preparation	Principal instructed to prepare all the relevant documents required for audit and conduct an internal audit.	IQAC coordinators

4	Student Induction Program	A five days SIP for the fresher's must be arranged on last week of October 2022	First year Coordinator
5	NBA Accreditation works in CSE & ME Dept.	The Principal suggested to conduct review meetings to check the progress of NBA Accreditation process.	The HODs
6	Professional Body Membership	CSE Dept. can start an account for CSI and initiate the student registration process	CSI Coordinator
7	Conduction of Department Programs.	Every dept must organise Dept. specific events. Department calendar must be submitted on 25/10/2022	Dept. Program Coordinator
8	Faculty Feedback by students	The student feedback on the faculty must be collected and reviewed.	The HODs
9	Course file Submission S3/S5/S7	The IQAC coordinator will share the new format and an internal audit can be conducted.	The HODs
10	Improvement in University results.	Principal instructed to take measures to improve the university results of various departments.	The HODs
11	Final Year Projects.	Principal suggested that the quality of final year projects should be high. The innovative papers should be converted into publications.	Project Coordinator


IQAC COORDINATOR


PRINCIPAL

Copy to

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

