

MAHAGURU INSTITUTE OF TECHNOLOGY

Kattachira, Pallickal P.O, kayamkulam, Kerala 690503

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Date :15. 03. 2022

Venue: Conference Hall

Time : 2.00 PM

Members Present:

1. Dr. Manju J, Principal/Chairperson
2. Mr. Prajeesh, IQAC Co-ordinator
3. Mr. K.S.Sasi, Teacher
4. Ms. Suma S G, Teacher
5. Mr. Arun Kumar G, Teacher
6. Mr. Rahul P Raj, Teacher
7. Ms. Sreeti Gangadharan, Stakeholder
8. Mr. Ajeesh R, Employer
9. Ms. Samitha, Teacher
10. Mr. Rahul Raj, Alumini

Minutes of Meeting

Sl.No	Agenda	Discussion/ Decision	Responsibility
1	Approval of minutes of previous meeting	Minutes were approved unanimously	
2	Completion and Submission of AQAR 2021-2022	The Principal instructed to complete the preparation of AQAR 2021 - 2022 as early as possible.	The NAAC Coordinator
3	NBA Accreditation works	The Principal instructed to move forward with the NBA Accreditation process. It was suggested that atleast three departments should target accreditation by NBA.	The Dept HODs

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4	Placement Training Programs.	The Principal also suggested to plan for a one week placement training program for 2029- 2023 batch.	The Placement Officer
4	Conduction of Department Programs.	The IQAC coordinator suggested to plan and try conducting Tech Fest or College day, if students are interested.	The Program Committee Convenors
5	Improvement in University results.	Principal instructed to take measures to improve the university results of various departments.	The HODs
6	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
7	Conduction of Industrial Visits.	IQAC Coordinator suggested checking the possibility of arranging Industrial visit to the students of all departments.	The Department IV Coordinators.

IQAC COORDINATOR

PRINCIPAL

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