

MAHAGURU INSTITUTE OF TECHNOLOGY

Kattachira, Pallickal P.O, kayamkulam, Kerala 690503

INTERNAL QUALITY ASSURANCE CELL (IQAC)










Minutes of the meeting

Date :08. 12. 2021

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. Mr. Sukesh Babu V S, Teacher
8. Ms. Sreeti Gangadharan, Stakeholder 
9. Mr. Ajeesh R, Employer
10. Ms. Samitha 
11. Mr. Rahul Raj, Alumini 

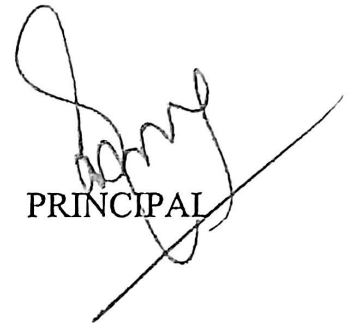
Minutes of Meeting

Sl.No	Agenda	Discussion/ Decision	Responsibility
1	Approval of minutes of previous meeting	Minutes were approved unanimously	
2	Completion and Submission of AQAR 2020-2021	The Principal enquired about the completion status of AQAR 2020-2021. It was instructed to complete and submit the AQAR before the academic council by first week of January 2022.	The NAAC Coordinator
3	Placement Activities	The Principal instructed the	The Placement

		Placement Officer to arrange placement training for final year and third year students.	Officer
4	AICTE Pragati scholarship	Principal mentioned about the Pragati scholarship by AICTE and instructed the HODs to enroll all the eligible students.	The HODs.
5	Adhering to covid19 protocols	Principal instructed to strictly adhere to covid19 protocols while conducting offline classes.	The HODs
6	Functioning of Covid19 War Room	Principal directed the War Room to function effectively during the conduction of University Exams.	War Room Coordinator
7	Conduction of Department Programs	IQAC Coordinator suggested to increase the number of department activities (online and offline) conducted every month.	The HODs



IQAC COORDINATOR



PRINCIPAL

Copy to

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