MAHAGURU INSTITUTE OF TECHNOLOGY

Kattachira, Pallickal P.O, kayankulam, Kerala 690503

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Date :15. 04. 2021

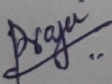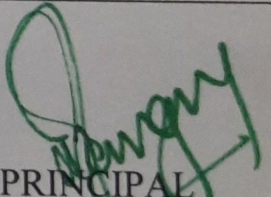Venue: Conference Hall

Time : 11.00 AM

Members Present:

1. Dr. Manju J, Principal/Chairperson
2. Dr. K. Jacob, Dean, Academic
3. Mr. Prajeesh, IQAC Co-ordinator
4. Mr. K.S.Sasi, Teacher
5. Ms. Priya Grace Itti Eipe, Teacher
6. Ms. Suma S G, Teacher
7. Mr. Arun Kumar G, Teacher
8. Mr. Rahul P Raj, Teacher
9. Mr. Sukesh Babu V S, Teacher
10. Ms. Sreeti Gangadharan, Stakeholder
11. Mr. Suresh Kumar R, Senior Administrative Officer

Minutes of Meeting

Sl.No	Agenda	Discussion/ Decision	Responsibility
1	Approval of minutes of previous meeting	Minutes were approved unanimously	
2	Internal KTU Academic audit	The Principal instructed to conduct the internal academic audit for the academic year 2020-2021 even sem before the end of April 2021.	The IQAC Coordinator
3	NAAC audit	The IQAC coordinator suggested the audit of NAAC files and criteria files for the academic year 2019 – 2020.	The NAAC Coordinator

4	Preparation of AQAR 2020 - 2021	The Principal instructed to start the preparation of AQAR for the academic year 2020-2021.	Mr. Prajeesh R
5	Value added courses 2020-2021	The IQAC coordinator suggested the HODs to take necessary steps to sign MOUs with industries.	The HODs.
6	Identification of Best student project 2020-2021	The Principal suggested for best student project award during the academic year 2020-2021.	The HODs.
7	Conduction of Department Programs	Principal suggested to conduct more workshops, seminars in all departments. Also suggested to conduct more events by different cells/clubs functioning in the campus.	The committee coordinators
8	NBA accreditation	The IQAC coordinator suggested the steps to be taken for NBA accreditation.	NBA coordinator
10	Adoption of technical schools	The AO suggested the possibility of adopting a nearby technical school and providing training to the faculty and students of that school. The IQAC coordinator suggested to check out the possibility of implementing this idea.	The HODs

IQAC COORDINATOR

PRINCIPAL

10/4/2024

Copy to

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