MAHAGURU INSTITUTE OF TECHNOLOGY

Kattachira, Pallickal P.O, kayamkulam, Kerala 690503

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the meeting

Date :26. 08. 2021

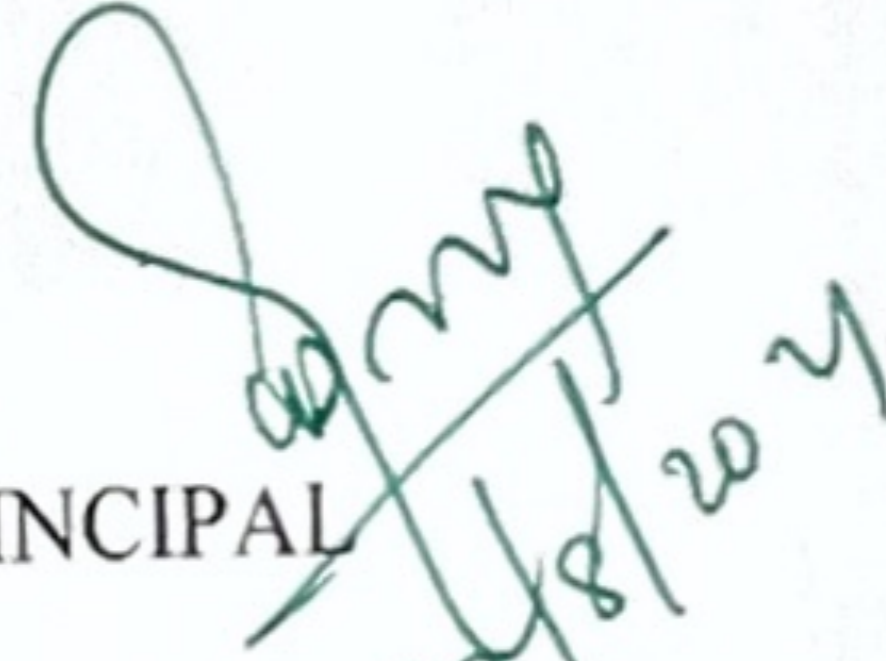Venue: Conference Hall

Time : 3.00 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. Mr.Arun Kumar G, Member Faculty
6. Mr. K.S.Sasi, Member Faculty
7. Ms. Priya Grace Itti Eipe, Member Faculty
8. Mr. Rahul P Raj, Member Faculty
9. Mr.Sukesh Babu V S,Member Faculty
10. Mr. Ajeesh R, Employer
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 2021-2022	AQAR 2021 – 2022 preparation must be done as early as possible.	The NAAC Coordinator
3	NBA Accreditation works in CSE & ME Dept.	The Principal instructed to move forward with the NBA Accreditation process.	The HODs

4	Lab exams	Lab exams to be conducted online	The HODs
5	Preparation for the commencement of next semester for S7	Principal instructed the HODs to prepare the workload for offline classes for S7	The HODs
6	Series -2 Online Exam	It was decided to conduct series 2 in Online mode.	The HODs
7	Placement Training Programs.	The Principal also suggested planning for a one week placement training program for 2029- 2023 batch.	The Placement Officer
8	Improvement in University results.	Principal instructed to take measures to improve the university results of various departments.	The HODs
9	Preparation for the offline classes	Principal instructed the HODs to prepare for the commencement of odd semester class offline.	The HODs

IQAC COORDINATOR

PRINCIPAL

Copy to

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