



INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

Date: 01.01.2024

Venue- SDPK Hall

Time: 11.30 AM

ATTENDANCE

Sl No	Role	Name	
1	Chairman	Dr. V Suresh Kumar, Principal	V. Suresh Kumar
2	Management Representative	Sri. S Baburaj	
3	Accreditation Coordinator	Dr. Manju. J, Vice Principal	Manju J
4	Coordinator, IQAC	Dr. Arun Elias, Dean (Academics)	Arun Elias
5	Deputy Coordinator, IQAC	Dr. Balagopal V, Asso. Professor - CE	Balagopal V
6	Internal Audit Cell Coordinator	Ms. Namitha T N – AP / CSE	Namitha T N
7	Department Representative	Ms. Suji P, AP / CE	Suji P
8		Ms. Namitha T N, AP / CSE	Namitha T N
9		Mr. Prajeesh R, AP / ECE	Prajeesh R
10		Mr. Amjith S, AP / EEE	Amjith S
11		Mr. Yadhu Krishna for Mr. Anand K A, AP / ME	Yadhu Krishna
12		Mr. Anub A, AP / AI	Anub A
13		Ms. Sreeti Gangadharan, AP / S&H	Sreeti Gangadharan
14	Industry Representative	Mr. Manu. N, M Sigma Pvt Ltd	Manu N
15	Local Society Representative	Mr. Suresh Kumar V	
17	Student Representative	Ms. Pavithraganga Padmanabhan Potty	Pavithraganga
18	Alumni Representative	Ms. Reshma Rajendran Beena, 2010-14 Batch	Reshma
19	Administrative Office Representative	Mr. Sarasan TN, AO	Sarasan TN
20	IEDC Representative	Mr. Anub A, AP / CSE	Anub A
21	NSS Representative	Mr. Amal S, AP / ME	Amal S
22	Placement Cell Representative	Mr. Ratheesh Kumar S, Placement Officer.	Ratheesh Kumar S



MAHAGURU INSTITUTE OF TECHNOLOGY

Affiliated to the APJ Abdul Kalam Technological University , Thiruvananthapuram

Approved by AICTE , New Delhi and Accredited by NAAC

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Meeting Start

Meeting scheduled start: 11.30 AM

Meeting actual start: 11.30 AM

date -

Dr. Arun Elias, Coordinator – IQAC, welcomed all the IQAC members and the following agenda items have been discussed and deliberated upon.

Sl No	Agenda	Discussion/ Decision	Responsibility
1	Course File Internal Audit No: 2	As per the university calendar, the external audit needs to be completed by 10 th January 2023. So, an internal audit has been scheduled on 05 th January 2024	IQAC & IAC
2	Institution Files and Department Files Internal Audit No: 2	As per the university calendar, the external audit needs to be completed by 10 th January 2023. So, an internal audit of the institution files and department files has been scheduled for 09 th January 2024	IQAC & IAC
3	Other Matter	Dr. Balagopal insisted that IQAC department representatives maintain the department files as per the list shared by the IQAC. Also, the names of the files should be attached to the files.	Department IQAC Representatives.
		Dr. Balagopal also insisted the IQAC department representatives make sure that the course files are submitted to the IQAC rooms as per the schedule shared by the IQAC. This facilitates the smooth conduct of the audit.	Department IQAC Representatives.

The meeting concluded at 12.00 PM.

Prepared by

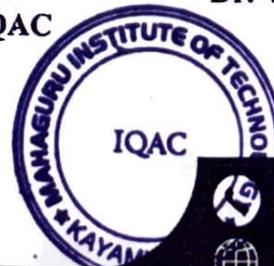
Dr. Balagopal V
Dep. Coordinator - IQAC

Verified by

Dr. Arun Elias
Coordinator - IQAC

Approved By

Dr. V Suresh Kumar
Principal



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