MAHAGURU INSTITUTE OF TECHNOLOGY

Kattachira, Pallickal PO, Kayamkulam, Kerala 690503

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

Date: 21.10.2023

Time: 09.30 AM

Venue-Principal'sRoom

ATTENDANCE

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

Meeting Start

Meeting scheduled start: 09.30AM

Meeting actual start: 09.40AM

Dr. V Suresh Kumar, Principal welcomed all the IQAC members and the following agenda items have been discussed and deliberated upon.

Sl No	Agenda	Discussion/ Decision	Responsibility
1.	Internal Audit Cells	An internal audit Cell has been reconstituted to carry out the internal audit of course files, department files and other necessary files.	Ms. Namitha T N
2	KTU Audit	As per the university calendar, the first internal audit needs to be completed by 6th November 2023. So, the audit has been scheduled on 01st November 2023.	Ms. Namitha T N
3	Cells and Committees	The updated cells and committees list has been prepared. These are to be reconstituted as per the various accreditation bodies	Dr. Balagopal V
4.	Department Files	Dr. Balagopal suggested that all departments should keep the department files as per the list provided by the IQAC.	Dr. Balagopal V
5	Event Reports	Dr. Arun Alias mentioned the need for documentation of various events conducted in the institution. The format of event reports will be shared by the IQAC. The proper documentation shall be helpful during the accreditation process.	Dr. Balagopal V Event Coordinators
6	Official Mail	All faculty members have been instructed to create official maid IDs by 27th October 2023. From 1st November 2023, all major institutional communication will be through the official email accounts.	Faculty members and staff. HoDs and IQAC Members follow up.
7.	Softcopy of files to be stored	IQAC members have been insisted to collecting and keep the softcopy of the course files of all subjects from the faculty members.	IQAC Members.

8	Other Matter	Ms. Sreeti pointed out that the PSOs of the Department of DS need to be prepared.	Ms. Suma S G, HoD - CSE Ms. Namitha T N, IQAC-CSE
		Mr. Sarasan T N, Administrative Officer explained the importance of accreditation and IQAC.	Info

The meeting concluded at 11.30PM.

25-10-23

Prepared by

26/10/23

Verified by

26/10/2023

Approved by