

## INTERNAL QUALITY ASSURANCE CELL

24-06-2024

### NOTICE

Respected Sir/Madam,

Greetings from IQAC

For discussing about academic activities for Academic year 2024-2025, a meeting of IQAC members is scheduled on 26-06-2024 at 10.30 am. All IQAC members are requested to present without any fail.

Copy to,

Principal

Members concerned



  
Ms. Saniya Salim

IQAC Head



Date : 26/06/2024  
Time : 10.30 AM  
Venue: Board Room/IJET

**AGENDA**

- Subject allocation and Work load of Odd semester
- Staff Recruitment
- New Draft syllabus of Basic Science
- NAAC work status
- S8 Result analysis
- Feedback
- Placement
- Sports activities
- Nss


**MEMBERS PRESENT:**

SL NO	NAME AND DESIGNATION
1	Dr. S Senthilkumar, Principal, IJET
2	Ms. Saniya Salim, IQAC Head
3	Mr Magudeswaran S Asst.Professor, MECH, Deputy IQAC Head
4	Ms. Geethika.G.Pillai Asst.Professor , CIVIL
5	Mr. Muhammed Jeseem, Assistant Professor, EEE Dept.
6	Ms. Thasni K M, Assistant Professor, CSE Dept.
7	Mr. Athul KS ,Assistant Professor, Basic Science Dept
8	Mr. Ahammed Thasleem, Administrative Officer
9	Mr. Saju jose, Placement Officer
10	Ms. Sherine Tom, Physical Education Trainer



**DISCUSSIONS AND DECISIONS:**

SL NO	DISCUSSIONS AND DECISIONS	RESPONSIBILITY
1	Principal informed that all the departments heads should share their odd semester subject allocation and work load before June first week	Department Heads
2	Principal informed the department heads to give the status of the need of additional new staff to hire for the current odd semester.	Department Heads
3	Principal informed the Basic science Department to read out the new draft syllabus of first year B-Tech curriculum 2024 and come out with the suggestions on next meeting.	Basic science Hod
4	Principal informed the status of NAAC SSR report and DVV report and gave the suggestions to modify the necessary changes.	IQAC Head & All Criteria Heads
5	Principal Discussed the result analysis of final year of various departments and ask to prepare Co Po attainment	Class In Charge/Department heads
6	Principal analyzed the feedback from the stake holders and gave the necessary suggestions for improvement.	Criteria Heads
7	Principal discussed with Placement Officer to plan for placement activities for the current year.	Placement Officer
8	Principal Discussed with physical educational trainer to come out with the plan of activities for the current year.	Physical Educational Trainer
9	Principal discussed with Nss programme officer about current status of new Next batch Nss Volunteers and preparation of Volunteers for Regional camp	Nss programme officer

  
Ms. Saniya Salim  
IQAC Head



  
Dr. S Senthilkumar  
Principal

**PRINCIPAL**  
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