



INTERNAL QUALITY ASSURANCE CELL

05-02-2024

NOTICE

Respected Sir/Madam,

Greetings from IQAC


For discussing about academic activities for Academic year 2023-2024, a meeting of IQAC members is scheduled on 08-02-2024 at 01.10 PM. All IQAC members are requested to present without any fail.

Copy to,

Principal

Members concerned




Ms. Saniya Salim

IQAC Head



Date : 08/02/2024
Time : 1.10 PM
Venue : Principal's Chamber/IJET

AGENDA

- Arts & College day
- PTA Meeting
- IAT I portion completion
- IEDC students selection process
- NSS @ Government School
- Plan for World science day
- Plan –“Engineering Cricket League 2024”
- Plan for Class Committee Meeting-I
- Orientation Program

MEMBERS PRESENT:

SL NO	NAME AND DESIGNATION
1	Dr. S Senthilkumar, Principal, IJET
2	Dr. R Sasikumar, Dean
3	Ms. Saniya Salim, IQAC Head
4	Mr. Muhammed Jeseem KM, Assistant Professor, EEE Dept.
5	Ms. Prema Mani, Assistant Professor, CSE Dept.
6	Ms. Geethika G Pillai, Assistant Professor, CE Dept.
7	Ms. Shelja Jose, Assistant Professor, ECE Dept.
8	Mr. Athul KS ,Assistant Professor, Basic Science Dept.
9	Ms. Aleena rahman, Assistant professor, CE Dept.
10	Adv. Ahammed Thasleem, Administrative Officer
11	Mr. Saju jose, Placement Officer
12	Ms. Sherine Tom, Physical education Trainer

The meeting was started at 1.10PM




DISCUSSIONS AND DECISIONS:

SL NO	DISCUSSIONS AND DECISIONS	RESPONSIBILITY
1	Principal informed that College Day and Arts Day is to be held on 26/02/24 and 27/02/24, respectively. Kindly adhere to the college rules and regulations within the campus premises.	Department Heads/Class In Charge
2	Principal asked about the status of PTA meeting and he said that all heads will ensure the parents attendance count well in advance.	Department Heads/Class In Charge
3	Principal informed all heads to follow the portion completion for IAT I and to update the status of portion completion on or before 29/02/2024 to principal office.	Class In charge/HODs
4	Dr R Sasikumar -IQAC informed that the selection process for IEDC was conducted by the IIC Coordinator, with priority given to students with an entrepreneurial background and new ideas.	Department IEDC Coordinators
5	Mr Muhammed Jeseem KM -NSS coordinator informed – The NSS program at the government school in Nellikuzhi is progressing well with the active participation of enthusiastic students.	NSS Coordinator
6	Mr Saju Jose-Placement Officer has suggested to conduct a World Science Day event. As part of this, a quiz competition will be held among the departments.	Placement Officer
7	M/s Sherine Janet Tom-Physical Education informed that “Engineering Cricket League 2024” will be held on 04/03/2024 & 05/03/2024 at IIET playground.	Physical education trainer
8	Principal informed to plan for class committee meeting-I for all the years and informed to conduct the course committee	Class In charge/faculty members



	meeting for first year for all the subjects without fail.	
9	Mr. Muhammed Jaseem KM informed conduct an expert talk in the month of March.	Department Head
10	Planned to conduct a seminar based on research.	IEDC Coordinator


Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal



PRINCIPAL
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