

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report of meeting held on 08.02.24

SL NO	AGENDA	DISCUSSIONS AND DECISIONS	DECISION/ACTION TAKEN
1	Arts & College Day	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.	College day & Arts day successfully completed on 26/02/2024 & 27/02/2024 and all staffs and students were followed the college rules and regulations inside college premises.
2	PTA Meeting	Principal asked about the status of PTA meeting and he said that all heads will ensure the parents attendance count well in advance.	All the departments updated their count for Parents-Teachers meeting.
3	IAT1 Portion completion	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.	All departments' heads updated the status of portion completion for their department subjects in principal office to conduct IAT I.
4	IEDC Student selection process	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.	IEDC student's selection list announced by principal for academic year 2023-24.
5	NSS @ Government college	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 program successfully completed in Government school at Nellikuzhi whereas all the NSS volunteers eagerly involved in their work allotment.
6	Plan for world science day	Mr Saju Jose-Placement Officer has suggested conducting a World Science Day event. As part of this, a quiz competition will be held among the departments.	INNO-QUEST Inter Departmental Quiz Competition was conducted successfully by Training & Placement cell IJET for world science day.



7	Plan engineering Cricket League	Ms Sherine Janet Tom-Physical Education informed that "Engineering Cricket League 2024" will be held on 04/03/2024 & 05/03/2024 at IJET playground.	Ms Sherine Janet Tom-Physical Education informed that "Engineering Cricket League 2024" successfully conducted on 04/03/2024 & 05/03/2024 in IJET playground.
8	Plan for class committee meeting-I	Principal informed to plan for class committee meeting-I for all the years and informed to conduct the course committee meeting for first year for all the subjects without fail.	Course committee meeting conducted for first year for all the subjects on 28/02/2024. First class committee meeting conducted for all the years in all the departments on 12/03/2024 and student's suggestions have been considered as account.
9	Orientation Program	Mr. Muhammed Jeseem informed conduct an expert talk in the month of March.	Mr Muhammed Jeseem- EEE informed that Expert talk on "Career Path after Electrical & Electronics Engineering" successfully conducted dated on 11/03/2024.
10	Seminar	Planned to conduct a seminar based on research.	Conducted Seminar on "Research Design and Methodology" by IEDC on 26-03-24


Ms. Sanjya Salim

IQAC Head




Dr. S Senthilkumar

Principal

PRINCIPAL
Indira Gandhi Institute of Engineering
& Technology
Nellikuzhy P.O., Kothamangalam-686 691