



ACTION TAKEN REPORT

Name of the meeting	: Principal - HoD meeting	Ref No	IET/IQAC/MOM/2024-25/012
Venue	: Principal chamber	Date & Time of Meeting Held	01/01/2025 & 12.30 P.M
		Action Taken Date	8/1/2025

Members Present

Principal	Dr.S Senthilkumar	
IQAC Coordinator	Ms. Saniya Salim	
Dy-IQAC Coordinator	Mr Magudeswaran S	
Exam Cell Coordinator	Ms Aleena Rahman	
HoD (I/C) - Civil	Ms. Geethika.G.Pillai	
HoD (I/C) - CSE	Ms.Thasni K M	
HoD (I/C) - AI & ML	Ms Meenu Paulose	
HoD (I/C) - ECE	Ms Shelja Jose	
HoD (I/C) - EEE	Mr. Muhammed Jeseem	
HoD (I/C) - Basic Science	Ms Ancy Skaria	



Discussions and Decisions:

S.No	Points discussed	Targeted Date	Responsibility	Decision/Action Taken
1	Principal intimated to the staff members to submit a single page draft along with appraisal form highlighting their activities of the year 2023-2024	6 th January 2025	All staff members	Completed as per Schedule
2	Principal intimated to submit course file of odd semester using new Embase software. Head of the departments are asked to submit their course file first to IQAC for verification	7 th January 2025	All HOD's	Completed as per Schedule

Ms. Saniya Salim
IQAC Head

Dr. S Senthilkumar
Principal