



ACTION TAKEN REPORT

Name of the meeting	: Principal – HoD meeting	Ref No	IET/IQAC/MOM/2024-25/007
Venue	: Principal chamber	Date & Time of Meeting Held	13/11/2024 & 12.30 P.M
		Action Taken Date	20/11/2024

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	Discussions held on recruitment of new staff members for even semester of all departments	Last week of November 2024	All Head of the Departments	Heads of the departments started to shortlist the candidates for interview process
2	Principal requested the heads of the department to fill status of student column with date in no due form	November 14 2024	Class advisor /HoD	Completed as per schedule

Ms. Saniya Salim
IQAC Head

Dr. S Senthilkumar
Principal