



ACTION TAKEN REPORT

Name of the meeting : Principal – HoD meeting	Ref No	IIET/IQAC/MOM/2024-25/004
Venue : Principal chamber	Date & Time of Meeting Held	16/10/2024 & 12.30 P.M
	Action Taken Date	23.10.2024

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 about Maintenance of Registers of Daily attendance of students and its progress. After Discussion it is decided that absenteeism should be reported to the principal at 9.30 a.m. every morning	Very Next Day	Class advisor /HoD	The process are on as per schedule.
2	Principal insists Head of the departments to be vigilant in monitoring the student discipline during break hours.	Very Next Day	All staff members	Head of the departments are vigilant in monitoring the student discipline during break hours.
3	Discussion held on about details of portion coverage for third, fifth and seventh semester for Internal assessment 2	Completion of four module Before October 24 th 2024	All staff members	Portions are completed as per schedule.
4	Principal suggest the staff members to take special class to the students with prior permission to complete portion of IAT2 before October 24 th 2024	October 19 th 2024	All staff members	Special classes are conducted to complete the portion with prior permission.
5	Internal assessment 2 dates are discussed and finalized. In addition question paper with answer scheme are also decided to submit before 23 rd October 2024	October 25 th , October 28 th , & October 29 th 2024	All Staff members	Question papers with answer scheme and scrutiny are submitted to the IQAC
6	Principal requested the Head of the Departments to register their final year students in young innovator program 7.0 conducted by K-DISC	October 23 rd 2024.	All Head of the Departments	Deadline is extended upto 30 th November 2024

Ms. Saniya Salim
IQAC Head

Dr. S Senthilkumar
Principal