



### ACTION TAKEN REPORT

Name of the meeting	: Principal - HoD meeting	Ref No	IIET/IQAC/MOM/2024-25/011
Venue	: Principal chamber	Date & Time of Meeting Held	16/12/2024 & 12.30 P.M
		Action Taken Date	1/1/2025

#### **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 that appraisal form is revised and ask the staff members to fill the revised appraisal form	30 <sup>th</sup> December 2024	All Staff members	Extensions given upto 03 <sup>rd</sup> January 2025
2	Discussion held on to prepare question bank for module 2 for S4,S6 & S8	30 <sup>th</sup> December 2024	All staff members	Extensions given upto 06 <sup>th</sup> January 2025
3	Discussion held on to celebrate Christmas day	20 <sup>th</sup> December 2024	All staff members	Christmas day is celebrated as per schedule
4	Discussion held on about exam Registration of first year students	18 <sup>th</sup> December 2024	Class advisor/HoD	Completed as per schedule

Ms. Sapnya Salim  
IQAC Head

Dr. S Senthilkumar  
Principal