



ACTION TAKEN REPORT

Name of the meeting	: Principal - HoD meeting	Ref No	IIET/IQAC/MOM/2024-25/015
Venue	: Principal chamber	Date & Time of Meeting Held	21/04/2025 & 12.30 P.M
		Action Taken Date	30-06-2025

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 attend Fdp on IPR by Ktu	27 th February 2025	All staff members	Two faculty members are attended the FDP
2	Principal intimated about the importance of KIRF Ranking	N/A	All staff members	KIRF rank obtained by the institution
3	Principal discussed about Conduction of parents teacher meeting	10 th March 2025	All HOD's & Class tutors	Completed as per Schedule
4	Discussion held on about Collecting Anti Ragging Affidavit	3rd March 2025	Anti Ragging committee Incharge	Completed as per Schedule
5	Discussion held to conduct Workshop on 3D printing by IEDC	Second Week of March	IEDC Incharge	Session Held on 13 th March 2025

Ms. Sanya Salim
IQAC Head

Dr. S Senthilkumar
Principal