



### ACTION TAKEN REPORT

Name of the meeting	: Principal – HoD meeting	Ref No	IIET/IQAC/MOM/2024-25/005
Venue	: Principal chamber	Date & Time of Meeting Held	23/10/2024 & 12.30 P.M
		Action Taken Date	6/11/2024

#### **Members Present**

Principal	Dr. S Senthilkumar	
IQAC Coordinator	Ms. Saniya Salim	
Dy-IQAC Coordinator	Mr Magadeswaran 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 Jeseeem	
HoD (I/C) – Basic Science	Ms Ancy Skaria	



## Discussions and Decisions:

S.No	Points discussed	Targeted Date	Responsibility	Decision/Action Taken
1	Principal insists the staff members to be more vigilant in student's attendance of Saturday Special classes.	Every Saturday	All Staff Members	Head of the departments and subject incharge are requested to be more vigilant.
2	Discussion held on portion coverage of semester 1, 3, 5 & 7. To identify the subjects which are lagging and decided to conduct special class for the students on Saturdays by getting prior approval from Principal. All Staff members are requested to submit their individual portion coverage report to the respective Heads of the Department Every Thursday.	Every Thursday	All Staff members	Implemented from 24.10.2024
3	Principal informed that there will be a meeting with all principals of engineering college with university at Ernakulum to address the survey questions given by them	October 30 <sup>th</sup> 2024	Principal/Hods	Principal attended the meeting as scheduled.
4	Principal informed about the new E-governance platform Embasse pro suit to be implemented from current semester and requested all staff members to be familiarize in it. Principal requested the staff members to finish course setting, time table and attendance	October 30 <sup>th</sup> 2024	All staff Members	Staff members are finished the course setting, time table and attendance within the time period

Ms. Saniya Salim  
IQAC Head

Dr. S Senthilkumar  
Principal