



ACTION TAKEN REPORT

Name of the meeting	: Principal – HoD meeting	Ref No	IIET/IQAC/MOM/2024-25/001
Venue	: Principal chamber	Date & Time of Meeting Held	25/09/2024 & 12.00 P.M
		Action Taken Date	3.10.2024

Members Present

Principal	Dr. S Senthilkumar	
IQAC Cordinator	Ms. Saniya Salim	
Dy-IQAC Cordinator	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 Greeshma Eldho	



Discussions and Decisions:

S.No	Points discussed	Targeted Date	Responsibility	Decision/Action Taken
1	Tentative Industrial visit date is discussed for final year students.	Before 15 th Oct,2024	Class advisor/ HoD	Students are advised to fix date for industrial visit on last week of October or first week of November
2	Discussion held on pending payment of students last semester and current semester tuition fees.	Before 4 th Oct,2024	Class advisor/ HoD	Deadline will not be extended
3	Discussion held on finalization of final year student's project title and for zeroth review.	30 th Sep(CSE) 1 ST Oct (CE) 3 RD Oct (EEE&ECE)	All	Deadline extended to October 4 2024
4	Discussion held on for proposal of Six day online ATAL faculty program	27 th September	All Department HoD's	Science and Humanities and Computer Science Engineering Department Proposed to AICTE for six days online Faculty Program under ATAL Scheme.

Ms. Saniya Salim
IQAC Head

Dr. S Senthilkumar
Principal