













ACTION TAKEN REPORT

Name of the meeting : Principal - HoD meeting	Ref No	IJET/IQAC/MOM/2024-25/012
Venue : Principal chamber	Date & Time of Meeting Held	26/02/2025 & 12.30 P.M
	Action Taken Date	21-04-2025
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 submit a Attainment of S3,S5&S7	9 th January 2025	All staff members	Completed as per Schedule
2	Principal discussed about the current portion coverage status and instructed to conduct special class if needed.	N/A	All staff members	Special classes are conducted
3	Principal discussed about the course mapping of first year.	10 th January 2025	All HOD's & Exam cell coordinator	Completed as per Schedule
4	Discussion held on industrial visit for first year students to Munnar tea factory	At the month of February 2025	First year Head of the Department	Industrial visit will be on 27 th February 2025
5	Discussion held to conduct Spine HR Usage and decided to conduct a session with Human Resource Manager	Last week of January 2025	IQAC	Session Held on 31 st January 2025
6	Discussion held on how to conduct Eclat 25 arts festival. Coordinators are selected for Eclat25	Second week of February	Mr Muhammed Jessem & Ms Ann maria jose	Completed on 24 th February 2025
7	Discussion held on to conduct Technical talk by Computer science Engineering Department	Last week of January	Ms Prema mani	Conducted a technical talk on 31 st January 2025


Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal