



ACTION TAKEN REPORT

Name of the meeting	: Principal - HoD meeting	Ref No	IIET/IQAC/MOM/2024-25/009
Venue	: Principal chamber	Date & Time of Meeting Held	27/11/2024 & 12.30 P.M
		Action Taken Date	4/12/2024

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 discussed with Heads of the department about finalization of the timetable of even semester	29 th November 2024	All Head of the Departments	Completed
2	Discussion held on commencement final year classes	4 th December 2024	All staff members	Classes are started as per Schedule
3	Discussion held on to register digital 101 course of first year students	10 th December 2024	Class advisor/HoD	Registration is completed before the deadline
4	Discussion held on finalizing the date for second internal assessment for first year students	9 th December to 16 th December 2024	Class advisor/HoD	Exams are to be conducted as per schedule
5	Discussion held on for submission of question paper with answer key	4 th December 2024	All staff members	Question paper and answer key is submitted

Ms. Saniya Salim
IQAC Head

Dr. S Senthilkumar
Principal