



### ACTION TAKEN REPORT

Name of the meeting	: Principal - HoD meeting	Ref No	IIET/IQAC/MOM/2024-25/010
Venue	: Principal chamber	Date & Time of Meeting Held	4/12/2024 & 12.30 P.M
		Action Taken Date	16/12/2024

#### **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 intimated that yip 7.0 registration date is extended.	15 <sup>th</sup> January 2025	All Head of the Departments	Yip 7.0 registration and idea submission of students are increasing day by day
2	Discussion held on commencement second and third year classes	16 <sup>th</sup> December 2024	All staff members	Classes started as per schedule
3	Discussion held on to submit the tutor files of odd semester	17 <sup>th</sup> December 2024	Class advisor/HoD	Submission process is on.

  
Ms. Samya Salim  
IQAC Head

  
Dr. S Senthilkumar  
Principal