













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 th 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 th December 2024	All staff members	Classes started as per schedule
3	Discussion held on to submit the tutor files of odd semester	17 th December 2024	Class advisor/HoD	Submission process is on.


Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal