














ACTION TAKEN REPORT

Name of the meeting : Principal – HoD meeting	Ref No	IJET/IQAC/MOM/2024-25/006
Venue : Principal chamber	Date & Time of Meeting Held	6/11/2024 & 12.30 P.M
	Action Taken Date	13/11/2024
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	Discussion held on about uploading of final attendance and internal marks of S3/S5/S7 as per Letter.No:KTU/ASST(ACADEMIC)/4652/2024 dated 5.11.2024	November 7 th 2024	All staff members	Completed as per schedule
2	Discussion held on about issuing of no due form to S3/S5/S7 students Issue date: November 7 2024 Submission date: November 8 2024	November 8 th 2024	Class advisor /HoD	Completed as per schedule
3	Discussion held on about lab examinations Schedule of S3/S5/S7 schedule as per Letter.no KTU/EX-VI#2/2829/2022 dated 30.10.2024	November 8 th 2024	Exam cell incharge	Lab is scheduled as per KTU notifications.


Ms. Saniya Salim
IQAC Head


Dr. S. Senthilkumar
Principal