



ACTION TAKEN REPORT

Name of the meeting	: Principal – HoD meeting	Ref No	IIET/IQAC/MOM/2024-25/003
Venue	: Principal chamber	Date & Time of Meeting Held	09/10/2024 & 12.30 P.M
		Action Taken Date	16.10.2024

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	Tentative Industrial visit date is discussed for second, third and final year students.	Last week of December to first week of January	Class advisor/ HoD	Industrial Visits are planned as per tentative schedule.
2	Discussion held on for tentative dates for Internal audit 2.	CSE-Oct 28 th ECE-Oct 29 th CE- Oct 29 th EEE-Oct 29 th BS-Oct 30 th (Audit 1)	Class advisor/ HoD	No changes in Schedule
3	Revision lab stock report form is discussed.	16 th October 2024	Lab In-charge/HoD	Lab Stock Report Form are Finalized.
4	Discussion held on about students' Sureksha enrolment for paying Exam fees for current Semester.	Deadline for Students is October 10 th for Sureksha Enrolment.	Class advisor/ HoD	Sureksha Enrolment process is completed.

Ms. Saniya Salim
IQAC Head

Dr. S Senthilkumar
Principal