













### MINUTES OF MEETINGS

Name of the meeting : Principal – HoD meeting	Ref No	IIET/IQAC/MOM/2024-25/012
Venue : Principal chamber	Date & Time of Meeting	01/01/2025 & 12.30P.M
<b>Members Present</b>		
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	

### AGENDA

- Self appraisal form
- Course file submission



**Discussions and Decisions:**

S.No	Points discussed	Targeted Date	Responsibility	Remarks
1	Principal intimated to the staff members to submit a single page draft along with appraisal form highlighting their activities of the year 2023-2024	6 <sup>th</sup> January 2025	All staff members	
2	Principal intimated to submit course file of odd semester using new Embase software. Head of the departments are asked to submit their course file first to IQAC for verification	7 <sup>th</sup> January 2025	All HOD's	

  
Ms. Saniya Salim  
IQAC Head

  
Dr. S Senthilkumar  
Principal