



MINUTES OF MEETINGS

Name of the meeting	: Principal – HoD meeting	Ref No	IIET/IQAC/MOM/2024-25/007
Venue	: Principal chamber	Date & Time of Meeting	13/11/2024 & 12.30P.M

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	

AGENDA

- Staff recruitment for even semester
- Status of no due form



Discussions and Decisions:

S.No	Points discussed	Targeted Date	Responsibility	Remarks
1	Discussions held on recruitment of new staff members for even semester of all departments	Last week of November 2024	All Head of the Departments	
2	Principal requested the heads of the department to fill status of student column with date in no due form	November 14 2024	Class advisor /HoD	


Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal