MINUTES OF MEETINGS

Name of the meeting : Principal – HoD meeting		Ref No	IIET/IQAC/MOM/2024-25/004
Venue : Principal chamber		Date & Time of Meeting	16/10/2024 & 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

- Student Attendance
- Discipline of students
- Portion Coverage
- Special classes on Saturday
- Internal Assessment Test 2
- Young Innovator Program 7.0

Discussions and Decisions:

S.No	Points discussed	Targeted Date	Responsibility	Remarks
1	Discussions held on about Maintenance of Registers of Daily attendance of students and its progress. After Discussion it is decided that absenteeism should be reported to the principal at 9.30 a.m. every morning	Very Next Day	Class advisor /HoD	
2	Principal insists Head of the departments to be vigilant in monitoring the student discipline during break hours.	Very Next Day	All staff members	
3	Discussion held on about details of portion coverage for third, fifth and seventh semester for Internal assessment 2	Completion of four module Before October 24th 2024	All staff members	
4	Principal suggest the staff members to take special class to the students with prior permission to complete portion of IAT2 before October 24th 2024	October 19th 2024	All staff members	
5	Internal assessment 2 dates are discussed and finalized. In addition question paper with answer scheme are also decided to submit before 23rd October 2024	October25th, October28th, & October 29th 2024	All Staff members	
6	Principal requested the Head of the Departments to register their final year students in young innovator program 7.0 conducted by K-DISC	October 23rd 2024.	All Head of the Departments	

Ms. Saniya Salim
IQAC Head

Dr. S Senthilkumar
Principal