













MINUTES OF MEETINGS

Name of the meeting : Principal – HoD meeting	Ref No	IJET/IQAC/MOM/2024-25/011
Venue : Principal chamber	Date & Time of Meeting	16/12/2024 & 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

- Self appraisal form
- Question bank preparation
- Christmas day celebration
- Exam registration of first year students



Discussions and Decisions:

S.No	Points discussed	Targeted Date	Responsibility	Remarks
1	Principal intimated that appraisal form is revised and ask the staff members to fill the revised appraisal form	30 th December 2024	All Staff members	
2	Discussion held on to prepare question bank for module 2 for S4,S6 & S8	30 th December 2024	All staff members	
3	Discussion held on to celebrate Christmas day	20 th December 2024	All staff members	
4	Discussion held on about exam Registration of first year students	18 th December 2024	Class advisor/HoD	


Ms. Sanjya Salim
IQAC Head


Dr. S Senthilkumar
Principal