













### MINUTES OF MEETINGS

Name of the meeting : Principal – HoD meeting	Ref No	IIET/IQAC/MOM/2024-25/015
Venue : Principal chamber	Date & Time of Meeting	21/04/2025 & 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

- Course file & Attainment
- No due form
- Additional responsibility
- Maintenance of registers



**Discussions and Decisions:**

S.No	Points discussed	Targeted Date	Responsibility	Remarks
1	Principal intimated to the staff members to Course file and attainment of even semester	30 <sup>th</sup> April 2025	All staff members	
2	Principal intimated to submit no due form	23 <sup>th</sup> April 2025	All HOD's & Class tutors	
3	Principal discussed to add additional responsibilities to staff members such as department IQAC Coordinator, Add on Coordinator, Notice Board incharge, IEDC,R&D ,IIC Coordinator	23 <sup>th</sup> April 2025	All HOD's & All Staff Members	
4	Principal intimate the staff members to maintain Lab register, Consumable register, Stock Register and Movable Register properly. It will be inspected by principal	Second week of May 2025	All HOD's & All Staff Members	

  
Ms. Sanjya Salim  
IQAC Head

  
Dr. S Senthikumar  
Principal