



MINUTES OF MEETINGS

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|---------------------|---------------------------|------------------------|--------------------------|
| Name of the meeting | : Principal – HoD meeting | Ref No | IET/IQAC/MOM/2024-25/005 |
| Venue | : Principal chamber | Date & Time of Meeting | 23/10/2024 & 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 Jesseem | |
| HoD (I/C) – Basic Science | Ms Ancy Skaria | |

AGENDA

- Student Attendance in Special class
- Portion Coverage
- Principals of Engineering College meeting with university
- EMBASE PRO SUIT – New E-governance Learning management system



Discussions and Decisions:

| S.No | Points discussed | Targeted Date | Responsibility | Remarks |
|------|---|-------------------------------|-------------------|---------|
| 1 | Principal insists the staff members to be more vigilant in student's attendance of Saturday Special classes. | Every Saturday | All Staff Members | |
| 2 | Discussion held on portion coverage of semester 1, 3, 5 & 7. To identify the subjects which are lagging and decided to conduct special class for the students on Saturdays by getting prior approval from Principal. All Staff members are requested to submit their individual portion coverage report to the respective Heads of the Department Every Thursday. | Every Thursday | All Staff members | |
| 3 | Principal informed that there will be a meeting with all principals of engineering college with university at Ernakulum to address the survey questions given by them | October 30 th 2024 | Principal/Hods | |
| 4 | Principal informed about the new – governance platform Embasse pro suit to be implemented from current semester and requested all staff members to be familiarize in it. Principal requested the staff members to finish course setting, time table and attendance | October 30 th 2024 | All staff Members | |

Ms. Saniya Salim
IQAC Head

Dr. S. Senthilkumar
Principal