













MINUTES OF MEETINGS

Name of the meeting : Principal – HoD meeting	Ref No	IJET/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 Jeseem	
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