



MINUTES OF MEETINGS

Name of the meeting	: Principal – HoD meeting	Ref No	IIET/IQAC/MOM/2024-25/001
Venue	: Principal chamber	Date & Time of Meeting	25/09/2024 & 12.00 P.M

Members Present

Principal	Dr. S Senthilkumar	
IQAC Cordinator	Ms. Saniya Salim	
Dy-IQAC Cordinator	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

- Industrial Visit for Final year Students.
- Pending Payment of Student Tuition Fees.
- Final year Students Project Title & Zeroth Review.
- Proposal for six day online ATAL Fdp.



Discussions and Decisions:

S.No	Points discussed	Targeted Date	Responsibility	Remarks
1	Tentative Industrial visit date is discussed for final year students.	Before 15 th Oct,2024	Class advisor/ HoD	
2	Discussion held on pending payment of students last semester and current semester tuition fees.	Before 4 th Oct,2024	Class advisor/ HoD	
3	Discussion held on finalization of final year student's project title and for zeroth review.	30 th Sep(CSE) 1 ST Oct (CE) 3 rd Oct (EEE&ECE)	All	
4	Discussion held on for proposal of Six day online ATAL faculty program	27 th September	All Department HoD's	

Ms. Saniya Salim
IQAC Head

Dr. S Senthilkumar
Principal