



MINUTES OF MEETINGS

Name of the meeting	: Principal – HoD meeting	Ref No	IIET/IQAC/MOM/2024-25/014
Venue	: Principal chamber	Date & Time of Meeting	26/02/2025 & 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

- Fdp On IPR by KTU
- KIRF Ranking
- PTA meeting
- Anti ragging Affidavit



Discussions and Decisions:

S.No	Points discussed	Targeted Date	Responsibility	Remarks
1	Principal intimated to the staff members to attend Fdp on IPR by Ktu	27 th February 2025	All staff members	
2	Principal intimated about the importance of KIRF Ranking	N/A	All staff members	
3	Principal discussed about Conduction of parents teacher meeting	10 th March 2025	All HOD's & Class tutors	
4	Discussion held on about Collecting Anti Ragging Affidavit	3rd March 2025	Anti Ragging committee Incharge	
5	Discussion held to conduct Workshop on 3D printing by IEDC	Second Week of March	IEDC Incharge	

Ms. Saniya Salim
IQAC Head

Dr. S Senthilkumar
Principal