



### MINUTES OF MEETINGS

Name of the meeting	: Principal – HoD meeting	Ref No	IIET/IQAC/MOM/2024-25/009
Venue	: Principal chamber	Date & Time of Meeting	27/11/2024 & 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

- Finalization of time table for even semester
- Commencement of final year class
- Digital 101 course registration of first year students
- Second internal assessment for first year students
- Question paper and answer key submission of IAT2



### **Discussions and Decisions:**

S.No	Points discussed	Targeted Date	Responsibility	Remarks
1	Principal discussed with Heads of the department about finalization of the timetable of even semester	29 <sup>th</sup> November 2024	All Head of the Departments	
2	Discussion held on commencement final year classes	4 <sup>th</sup> December 2024	All staff members	
3	Discussion held on to register digital 101 course of first year students	10 <sup>th</sup> December 2024	Class advisor/HoD	
4	Discussion held on finalizing the date for second internal assessment for first year students	9 <sup>th</sup> December to 16 <sup>th</sup> December 2024	Class advisor/HoD	
5	Discussion held on for submission of question paper with answer key	4 <sup>th</sup> December 2024	All staff members	

  
Ms. Saniya Salim  
IQAC Head

  
Dr. S Senthilkumar  
Principal