













MINUTES OF MEETINGS

| | | |
|---|------------------------|---|
| Name of the meeting : Principal – HoD meeting | Ref No | IIET/IQAC/MOM/2024-25/002 |
| Venue : Principal chamber | Date & Time of Meeting | 03/10/2024 & 12.30 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 Greeshma Eldho |  |


AGENDA

- Student traceability of the Departments.
- Student absenteeism.
- Portion Coverage.
- Internal Audit.
- Lab stock Report.



Discussions and Decisions:

| S.No | Points discussed | Targeted Date | Responsibility | Remarks |
|------|--|---|--------------------------------------|---------|
| 1 | Discussion held on need of Student traceability report of all departments with phone numbers. | Before 4 th Oct,2024 | Class advisor/ HoD | |
| 2 | Discussion held on Continuous absenteeism of students and decided if the students are on leave for more than five days .They should produce Medical summary. | Very Next Working Day. | Class advisor/ HoD | |
| 3 | Discussion held on portion coverage of semester 3, 5 &7. Identified the subjects which are lagging and decided to conduct special class for the students on Saturdays by getting prior approval from Principal | Implement from October 5 2024 | All | |
| 4 | Discussion held on for the Submission Of Lab Stock Report | October 7 2024 | All Department HoD's & Lab incharges | |
| 5 | Discussion held on for conduction of Internal audit 1. | CSE-Oct 14 th ECE-Oct 15 th CE- Oct 16 th EEE-Oct 17 th BS-Oct 18 th | All Department HoD's | |


Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal