



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