



### MINUTES OF MEETINGS

|                     |                           |                        |                           |
|---------------------|---------------------------|------------------------|---------------------------|
| Name of the meeting | : Principal – HoD meeting | Ref No                 | IIET/IQAC/MOM/2024-25/006 |
| Venue               | : Principal chamber       | Date & Time of Meeting | 6/11/2024 & 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

- Final Attendance and internal marks
- Issuing no due form
- Lab exam schedule



## Discussions and Decisions:

| S.No | Points discussed  | Targeted Date                 | Responsibility     | Remarks |
|------|---|-------------------------------|--------------------|---------|
| 1    | Discussion held on about uploading of final attendance and internal marks of S3/S5/S7 as per Letter.No:KTU/ASST(ACADEMIC)/4652/2024 dated 5.11.2024 | November 7 <sup>th</sup> 2024 | All staff members  |         |
| 2    | Discussion held on about issuing of no due form to S3/S5/S7 students<br>Issue date: November 7 2024<br>Submission date: November 8 2024             | November 8 <sup>th</sup> 2024 | Class advisor /HoD |         |
| 3    | Discussion held on about lab examinations<br>Schedule of S3/S5/S7 schedule as per Letter.no KTU/EX-VI#2/2829/2022 dated 30.10.2024                  | November 8 <sup>th</sup> 2024 | Exam cell incharge |         |

Ms. Saniya Salim  
IQAC Head

Dr. S Senthilkumar  
Principal