



MINUTES OF MEETINGS

Name of the meeting	: Principal – HoD meeting	Ref No	IIET/IQAC/MOM/2024-25/013
Venue	: Principal chamber	Date & Time of Meeting	08/01/2025 & 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

- Attainment of S3,S5 &S7
- Portion completion status
- Course mapping for First year students
- Discussion on Usage of Spine HR
- Discussion about Eclat 25 Arts fest



Discussions and Decisions:

S.No	Points discussed	Targeted Date	Responsibility	Remarks
1	Principal intimated to the staff members to submit a Attainment of S3,S5&S7	9 th January 2025	All staff members	
2	Principal discussed about the current portion coverage status and instructed to conduct special class if needed.	N/A	All staff members	
3	Principal discussed about the course mapping of first year.	10 th January 2025	All HOD's & Exam cell coordinator	
4	Discussion held on industrial visit for first year students to Munnar tea factory	At the month of February 2025	First year Head of the Department	
5	Discussion held to conduct Spine HR Usage and decided to conduct a session with Human Resource Manager	Last week of January 2025	IQAC	
6	Discussion held on how to conduct Eclat 25 arts festival. Coordinators are selected for Eclat25	Second week of February	Mr Muhammed Jessem& Ms Ann maria jose	
7	Discussion held on to conduct Technical talk by Computer science Engineering Department	Last week of January	Ms Prema mani	


Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal