













MINUTES OF MEETINGS

Name of the meeting : Principal – HoD meeting	Ref No	IJET/IQAC/MOM/2024-25/003
Venue : Principal chamber	Date & Time of Meeting	09/10/2024 & 12.15P.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

- Industrial visit
- Internal audit
- Lab stock Report format
- Sureksha Enrolment



Discussions and Decisions:

S.No	Points discussed	Targeted Date	Responsibility	Remarks
1	Tentative Industrial visit date is discussed for second, third and final year students.	Last week of December to first week of January	Class advisor/ HoD	
2	Discussion held on for tentative dates for Internal audit 2.	CSE-Oct 28 th ECE-Oct 29 th CE- Oct 29 th EEE-Oct 29 th BS-Oct 30 th (Audit 1)	Class advisor/ HoD	
3	Revision lab stock report form is discussed.	16 th October 2024	Lab In-charge/HoD	
4	Discussion held on about students' sureksha enrolment for paying Exam fees for current Semester.	Deadline for Students is October 10 th for Sureksha Enrolment.	Class advisor/ HoD	


Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal