



ACTION TAKEN REPORT

Name of the meeting : Principal -IQAC- HoD meeting	Ref No	IIET/IQAC/MOM/25-26/EVEN/003
Venue : Principal chamber	Date & Time of Meeting Held	11/12/2025 & 12.30 P.M
	Action Taken Date	19/12/2025
Members Present		
Principal	Dr.S Senthilkumar	
Vice Principal & IQAC Coordinator	Ms. Saniya Salim	
Dy-IQAC & Academic Coordinator	Mr. Magudeswaran S	
Academic Coordinator	Mr. Rahul T Prakash	
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	



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Discussions and Decisions:

Sl.No	Points discussed	Targeted Date	Responsibility	Decision/Action Taken
1	Orientation and hands-on training sessions will be conducted to familiarize newly joined faculty members with the ET LAB software.	At the Earliest	IQAC Coordinator	A familiarization session on ET LAB software was conducted on 16/12/2025 for newly appointed faculty members. Hands-on training and basic operational guidelines were provided.
2	<p>The Principal informed the faculty members about the Christmas holidays as officially declared by KTU.</p> <p>Departments are instructed to strictly adhere to the university holiday schedule.</p>	12/12/2025	All HOD's	<p>The Christmas holidays declared by KTU from 19/12/2025 to 29/12/2025(excluding these two days) were officially communicated to all departments.</p> <p>The academic calendar and class schedules were updated accordingly.</p>
3	<p>Guidelines regarding duty leave for students were discussed.</p> <p>Duty leave will be granted only for approved academic, co-curricular, or extracurricular activities with proper authorization. Tutors are instructed to verify and recommend duty leave requests before</p>	N/A	All Tutors, All HOD's & AC's	<p>Guidelines for availing duty leave were discussed and communicated to students through the respective departments.</p> <p>Students were instructed to submit valid supporting documents for approval.</p>



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4	<p>It was emphasized that all special/remedial classes must be properly documented.</p> <p>Faculty members should submit a formal request mentioning date, time, subject, student list, and purpose of the class.</p> <p>Records must be maintained for audit and academic monitoring purposes.</p>	N/A	All faculty members, All HOD's & AC's	<p>Departments were instructed to maintain proper documentation for special class requests.</p> <p>Details such as subject, faculty in charge, date, time, and approval authority are being recorded systematically.</p>
5	Tutors were reminded to mark leave days clearly and correctly in the daily attendance register.	N/A	All Tutors	Tutors were instructed to accurately mark leave days in the daily attendance register. Compliance is being monitored by the respective academic coordinators.
6	All departments were instructed to maintain a daily activity register on a regular basis.	12/12/2025	All HOD's	All departments have been directed to maintain a daily activity register. Regular updates are being made to record academic and administrative activities, and periodic verification is carried out by Academic coordinators.
7	<p>Faculty members were instructed to prepare and submit the question bank of Module 1 in IQAC prescribed format within the stipulated time.</p> <p>The question bank should follow the KTU syllabus and include questions</p>			<p>As per IQAC guidelines, all faculty members directed to prepare and submit the Module 1 question banks in the prescribed format.</p> <p>Ensuring coverage of Course Outcomes and Bloom's Taxonomy</p>



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	<p>covering all COs and Bloom's Taxonomy levels.</p> <p>Academic Coordinators were advised to maintain both soft and hard copies for internal review and future reference.</p>	09/01/2026	All faculty members	<p>levels.</p> <p>Academic coordinators are directed to monitor the progress.</p>
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Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal