



ACTION TAKEN REPORT

Name of the meeting : Principal - HoD meeting	Ref No	IJET/IQAC/MOM/2025-26/004
Venue : Principal chamber	Date & Time of Meeting Held	13/10/2025 & 12.30 P.M
	Action Taken Date	17.11.2025
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	



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Discussions and Decisions:

S.No	Points discussed	Targeted Date	Responsibility	Decision/Action Taken
1	Review Explanation from faculties through HoDs with low pass percentages (less than 30%) in S2 university results.	13/10/2025	Faculties having low pass percentage.	Explanations were reviewed from faculties through respective HoDs for subjects with pass percentages below 30% in the S2 university examinations. HoDs were instructed to analyze gaps and submit corrective measures to improve future results.
2	Effective participation of all dept. in Mind Mesh program organized by IIC as a part of national innovation day. Detailed action plan and schedule discussed.	16/10/2025&17/10/2025	HoDs /IIC coordinators.	The Mind Mesh program organized by IIC as part of National Innovation Day was successfully conducted as scheduled, with active participation from all departments.
3	Finalizing and submission of revision schedule, keep focus on practicing previous year university questions and model question papers.	17/10/2025	All HOD's.	Departments finalized and submitted revision schedules with special emphasis on practicing previous year university questions and model question papers to strengthen exam preparedness.



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4	HODs to oversee classes and ensure syllabus coverage. Instructed to take necessary steps to improve current semester results. All departments (higher semesters) advised to complete the portion on time. (23/10/2025).	23/10/2025	All HOD's	HoDs were directed to closely monitor classes to ensure complete syllabus coverage. Necessary academic interventions were initiated to improve the performance of the current semester students. Portions are completed as on date.
5	Submission deadlines of final attendance and internals for S3, S5&S7. Final attendance submission: 23 rd October, 2025 KTU portal update: 24 th October, 2025 Final Internal submission: 23 rd October, 2025 KTU portal update: 29 th October, 2025	27/10/2025 (Documents to IQAC)	All HOD's	All departments completed the submission with the stipulated deadlines.
6	No due form submission, strictly follow the directions given by principal.	27/10/2025	All HOD's.	No Due form submission was instructed to be carried out strictly as per the directions issued by the Principal.
7	All faculties are instructed to strictly follow the academic calendar for the	N/A	All staff members.	All faculties were instructed to strictly follow the academic calendar to ensure the



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	effective completion of academics.			effective and timely completion of academic activities.
8	End semester students feedback forms should be collected for all higher semesters.	22/10/2025	All HOD's	End semester feedback forms were collected from students , Rephrase the form for minor corrections
9	Staff club (IET ROWERS) is planning to conduct staff tour on 25/10/2025 seeking suggestions from staffs.	14/10/2025	All staff members.	The Staff Club (IET ROWERS) proposed a staff tour scheduled for 11/11/2025 . Suggestions were invited from staff members for effective planning and participation.


Ms. Samiya Salim
IQAC Head


Dr. S Senthilkumar
Principal