



ACTION TAKEN REPORT

Name of the meeting : Principal -IQAC- HoD meeting	Ref No	IJET/IQAC/MOM/25-26/EVEN/002
Venue : Principal chamber	Date & Time of Meeting Held	02/12/2025 & 12.30 P.M
	Action Taken Date	11/12/2025
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	



**INDIRA GANDHI
INSTITUTE OF ENGINEERING
AND TECHNOLOGY**



Approved by AICTE, Affiliated to A.P.J. Abdul Kalam Technological University, Kerala.
Neelikutuzhi PO, Kothamangalam, Ernakulam Dt., Kerala - 686691. www.iiet.org.in

Discussions and Decisions:

S.No	Points discussed	Targeted Date	Responsibility	Decision/Action Taken
1	Even semester time table must be Submitted in the prescribed format circulated by IQAC and same must be fixed in the notice board. Confirm that each time table clearly includes lecture, practical, remedial hour below the time table.	03/12/2025	All HOD's	The finalized time table was submitted to IQAC. The approved time table was printed and displayed on the departmental notice boards and respective classrooms notice board.
2	Implement the Principal's directive to conduct departmental meetings every Friday. Plan weekly review points: academics, student progress, workload distribution, event updates, and action items. Maintaining minutes of meeting and action taken report.	05/12/2025	All HOD's	As per the Principal's direction, the department initiated regular Friday meetings. Weekly discussions were conducted covering academic progress, student-related updates, and faculty responsibilities. Minutes of each meeting were recorded and maintained systematically.
3	Inform all staff about the updated leave approval process. From the even semester onward, all staff members must get their leave forms signed by the respective academic coordinators before submission.	03/12/2025	All staff members.	The updated leave procedure was communicated to all staff members. The new process has been implemented from the beginning of the even semester.

Ms. Sanjya Salim
IQAC Head

Dr. S Senthilkumar
Principal