



ACTION TAKEN REPORT

Name of the meeting : Principal -IQAC- HoD meeting	Ref No	IIET/IQAC/MOM/25-26/EVEN/001
Venue : Principal chamber	Date & Time of Meeting Held	27/11/2025 & 12.30 P.M
	Action Taken Date	02/12/2025
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	<p>The commencement of Even Semester classes as per the university academic calendar.</p> <p>Commencement of S8, S6 classes on 01/12/2025. Commencement of S4 classes on 03/12/2025. Departments were instructed to ensure timely start of classes and completion of preparatory activities.</p>	N/A	All HOD's	<p>Even Semester classes were commenced as per the university academic calendar. S8 and S6 classes began on 01/12/2025, and S4 classes yet to commence on 03/12/2025.</p> <p>Departments ensured the timely start of classes and completion of all preparatory activities.</p>
2	<p>Even semester time table must be prepared in the prescribed format circulated by IQAC and get approval from principal. Confirm that each time table clearly includes lecture, practical, remedial hour below the time table.</p>	01/12/2025	All HOD's	<p>Even semester time tables were prepared by all departments in the prescribed format circulated by IQAC and submitted for approval to the Principal. Each time table clearly includes lecture hours, practical hours, and remedial hours below the time table as instructed.</p>
3	<p>All faculties are directed for strict monitoring of student attendance. Departments were instructed to regularly review attendance records and take necessary actions as per institutional norms.</p>	N/A	All Faculties	<p>All faculty members were directed to strictly monitor student attendance. Departments regularly review attendance records and initiate necessary actions in accordance with institutional norms.</p>



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4	The issue of class arrangements during valuation duties was discussed. It was resolved that departments should make suitable alternate arrangements to ensure that regular academic activities are not affected.	N/A	All HOD's	Suitable alternate class arrangements were made by the departments during valuation periods to ensure that regular academic activities were not disrupted.
5	All faculty members must complete and upload the lesson plans and required documents in the ERP within the stipulated timeframe to ensure academic monitoring and compliance.	01/12/2025	All Faculties	Faculty members completed and uploaded lesson plans and other required academic documents in the Academic ERP within the stipulated timeframe to facilitate academic monitoring and compliance.
6	The status of Internal Audit conducted by IQAC was reviewed. It was noted that the audit process is to be completed within the stipulated timeframe, and departments were directed to extend full cooperation by submitting required documents promptly.	05/12/2025	All HOD's	Departments extended full cooperation by submitting the required documents, supporting the completion of the audit process within the stipulated timeframe.
7	The importance of the active functioning of the Student Grievance Redressal Committee (SGRC) and Internal Complaints Committee (ICC) was emphasized. It was decided that departments should ensure proper awareness among students regarding these support mechanisms.	N/A	All HOD's	The active functioning of the Student Grievance Redressal Committee (SGRC) and Internal Complaints Committee (ICC) was strengthened. Departments ensured proper awareness among students regarding the available grievance redressal and support mechanisms.



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8	The committee discussed the need to improve semester academic performance. It was decided that departments should implement appropriate academic measures to support student learning and improve outcomes.	N/A	All HOD's	Departments initiated appropriate academic measures to support student learning and enhance overall semester academic performance.
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Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal