



ACTION TAKEN REPORT

Name of the meeting : Principal - HoD meeting	Ref No	IJET/IQAC/MOM/2025-26/001
Venue : Principal chamber	Date & Time of Meeting Held	30/06/2025 & 12.30 P.M
	Action Taken Date	31.07.2025
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 Greeshma Eldho	



**INDIRA GANDHI
INSTITUTE OF ENGINEERING
AND TECHNOLOGY**



Approved by AICTE, Affiliated to A.P.J. Abdul Kalam Technological University, Kerala.
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Discussions and Decisions:

S.No	Points discussed	Targeted Date	Responsibility	Decision/Action Taken
1	Principal intimate that faculty Orientation program will be conducted for all the staff members	1 st July 2025	All staff members	Conducted as per Schedule
2	Principal intimated to follow strictly college academic calendar of odd semester without any deviation	N/A	All staff members	Activities and programs are conducted as per college Academic calendar
3	Principal intimate that staff meeting will be held every month as per college Academic calendar	1 st August 2025	All staff members	Staff meeting will be conducted as per schedule
4	Principal intimated to conduct a event compulsory by each department	16 th July 2025	HOD/AI&ML	First event conducted By AI&ML on 16th July as per schedule by Technical talk, Quiz, Demo of Robots.
5	Head of the departments are requested to plan industrial visit for ODD semester	N/A	All HOD's	Planning is underway.
6	Principal intimate to complete first module in the month of July	21 st July 2025	All staff members	Completed as per Schedule
7	Principal requested head of the departments to collect every 15 days	15 th July 2025	All HOD's	Completed as per schedule
8	Principal intimated to prepare last five years university question bank	4 th July 2025	All staff members	Submitted to IQAC

Ms. Saniya Salim
IQAC Head

Dr. S Senthilkumar
Principal