



**INDIRA GANDHI  
INSTITUTE OF ENGINEERING  
AND TECHNOLOGY**



Approved by AICTE, Affiliated to A.P.J. Abdul Kalam Technological University, Kerala.  
Nellikuzhi PO, Kothamangalam, Ernakulam Dt., Kerala - 686691. [www.iiet.org.in](http://www.iiet.org.in)

**ACTION TAKEN REPORT**

Name of the meeting : Principal - HoD meeting	Ref No	IJET/IQAC/MOM/2025-26/002
Venue : Principal chamber	Date & Time of Meeting Held	31/07/2025 & 12.30 P.M
	Action Taken Date	08/08/2025
<b>Members Present</b>		
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	



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**Discussions and Decisions:**

S.No	Points discussed	Targeted Date	Responsibility	Decision/Action Taken
1	Principal intimate that Ktu committees are conducting meeting properly and suggested to follow the same	As per college Academic calender	Ktu committee incharge	KTU committee meeting are conducted regularly as per schedule
2	Principal intimated to add special class attendance for the month of July	Submission of attendance percentage on 4 <sup>th</sup> August 2025	All class Advisors and All Hod's	As per principal sir intimated special class hour are added for calculating attendance percentage
3	Usage of library by both staff members and students are limited so principal directed the staff members to increase the usage time.	N/A	All staff members	Library usage has been increase significantly
4	Principal discussed the status of module completion.	14 <sup>th</sup> August 2025 for Module 2	All staff members	Significant progress in module completion
5	Principal requested to conduct Special class to complete the portion if needed.	14 <sup>th</sup> August 2025 for Module 2	All staff members	Staff members who are lagging will be conducting Special classes on 9 <sup>th</sup> August 2025
6	Principal intimate about the first year induction Program and Conduction of convocation	Third week of August 2025	All staff members	Planning is under Progress

  
Ms. Saniya Salim  
IQAC Head

  
Dr. S Senthilkumar  
Principal