



ACTION TAKEN REPORT

Name of the meeting : Principal -IQAC- HoD meeting	Ref No	IJET/IQAC/MOM/25-26/EVEN/004
Venue : Principal chamber	Date & Time of Meeting Held	06/01/2026 & 12.00 P.M
	Action Taken Date	15/01/2026
Members Present		
Principal	Dr.S Senthilkumar	
Vice Principal & IQAC Coordinator	Ms. Saniya Salim	
Dy-IQAC & Academic 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	

Note: Mr. Rahul T Prakash- Academic Coordinator- Absent



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Discussions and Decisions:

Sl.No	Points discussed	Targeted Date	Responsibility	Decision/Action Taken
1	Discussed the provision of duty leave for students appearing for supplementary examinations. It was resolved that duty leave may be granted on examination days upon receiving the official supplementary examination attendance from Controller of examination.	N/A	All HoDs	It was resolved that duty leave is granted to students appearing for supplementary examinations only on the examination days completed, upon submission of official attendance certified by the Controller of Examinations. The same has been communicated to all concerned departments.
2	The importance of maintaining the department daily activity register and department meeting register was emphasized. It was decided that these registers should be updated regularly and monitored periodically by the Academic Coordinators for compliance and accuracy.	N/A	Academic Coordinators	Departments have regularly updated the Department Daily Activity Register and Department Meeting Register. Academic Coordinators have been assigned the responsibility of periodically monitoring these registers to ensure compliance and accuracy.
3	The submission of the Annual Appraisal Form by all faculty members was discussed. Faculty members must submit the completed appraisal forms within the stipulated deadline as per institutional and IQAC guidelines.	12/01/2026	All faculty members	All faculties have submitted their appraisal forms to HoDs. HoDs are directed thorgly evaluate the forms and submit the same to academic coordinators .



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4	<p>The process of publishing monthly student attendance was reviewed.</p> <p>Departments should display monthly attendance regularly and issue intimation letters to parents of students with attendance shortages, following institutional norms. Submit the same for IQAC Documentation.</p>	09/01/2026	All HoDs	<p>All departments have published the attendance.</p> <p>They have been instructed to issue intimation letters to the parents of students with attendance shortages, in accordance with institutional norms.</p>
5	<p>The progress of question bank submission was reviewed. Faculty members who have not yet submitted the required question banks were instructed to complete the submission at the earliest, ensuring adherence to syllabus coverage and IQAC-prescribed formats.</p>	09/01/2026	All faculty members	<p>Question bank submission for module 1 completed.</p>
6	<p>The guidelines for organizing industrial visits were discussed in detail.</p> <p>Departments were directed to provide proper intimation to students regarding the guidelines and to inform the Principal about the batches interested in undertaking the industrial visit.</p> <p>All departments must strictly follow</p>	08/01/2026	All HOD's	<p>The Principal directly communicated the guidelines to the IV coordinators.</p> <p>DTE circulars were also re-circulated in the student groups.</p>



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	institutional guidelines, obtain prior approvals, ensure proper documentation, and submit post-visit reports for records and IQAC verification.			
7	<p>The matter regarding the submission of No Due forms and attendance registers of the previous semester was discussed.</p> <p>It was decided that all departments must submit the duly verified No Due forms and complete attendance registers of the previous semester within the stipulated time in IQAC for documentation.</p>	08/01/2026	All HOD's	All departments have submitted the documents.


Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal