



ACTION TAKEN REPORT

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| Name of the meeting : Principal - HoD meeting | Ref No | IJET/IQAC/MOM/2025-26/003 |
| Venue : Principal chamber | Date & Time of Meeting Held | 08/08/2025 & 12.30 P.M |
| | Action Taken Date | 08/08/2025 |
| Members Present | | |
| Principal | Dr.S Senthilkumar | |
| IQAC Coordinator | Ms. Saniya Salim | |
| Dy-IQAC Coordinator | Mr Magudeswaran S | |
| Exam Cell Coordinator | Ms Aleena Rahman | |
| DY-HoD (I/C) - Civil | Ms. Ann Maria Jose | |
| HoD (I/C) - CSE | Ms.Thasni K M | |
| HoD (I/C) - AI & ML | Ms Meenu Paulose | |
| HoD (I/C) - ECE | Ms Shelja Jose | |
| DY-HoD (I/C) - EEE | Ms Aswathi Gopi | |
| HoD (I/C) - Basic Science | Ms Greeshma Eldho | |
| Assistant Professor | Rahul Prakash | |

Note:- HoD civil & HoD EEE were Absent.



**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.iict.org.in

Discussions and Decisions:

| S.No | Points discussed | Targeted Date | Responsibility | Decision/Action Taken |
|------|--|------------------------------|---|-----------------------|
| 1 | Principal discussed the result analysis of semester 6 of all departments and inform that there will be a meeting with CEO | 11 th August 2025 | All Hod's and staff members | |
| 2 | Principal informed about the additional responsibility of academic coordinators for smooth functioning | N/A | Mr Rahul Prakash to monitor CSE and AI&ML Mr Magudeswaran to monitor Basic science,CE,EEE &ECE | |
| 3 | Principal intimate the Head of the Department to send monthly attendance Report to the parents as prescribed format send by IQAC | 11 th August 2025 | All Hod's and class tutors | |


Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal