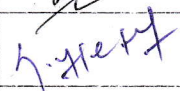




ACTION TAKEN REPORT

Name of the meeting : Principal -IQAC-AC- HoD meeting	Ref No	IIET/IQAC/MOM/25-26/EVEN/010
Venue : Principal chamber	Date & Time of Meeting Held	30/04/2026& 11.00 A.M
	Action Taken Date	17/06/2026
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	
Dpty.HoD - AI & ML	Ms. Ann Mariya Jaison	
HoD (I/C) – ECE	Ms.Diyona K. Mangalakadan	
HoD (I/C) – EEE	Mr.Muhammed Jeseem	
HoD (I/C) – Basic Science	Ms. Ancy Skaria	

Note: Ms. Meenu Paulose, HoD (I/C) – AI & ML, was absent for the meeting



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Discussions and Decisions:

Sl.No	Points discussed	Targeted Date	Responsibility	Decision/Action Taken
1	Course allocation, workload distribution, and timetable preparation were deliberated. Departments were advised to ensure timely completion of course plans and academic schedules before the commencement of classes.	15/06/2026	All HoDs,	Course allocation, workload distribution, and timetable preparation were completed by all departments. Preparation and submission of course plans and academic schedules by the departments are in progress to ensure the smooth commencement of the semester
2	Department-wise faculty requirements and existing vacancies were reviewed. The need for filling vacant positions before the commencement of the semester was discussed. Departments highlighted additional faculty requirements based on workload, student strength	Immediately	All HoDs	Department-wise faculty requirements and vacancies were consolidated and reported to the management. Most of the identified vacancies have been filled, and necessary steps are being taken to fill the remaining positions
3	The status of admissions for the upcoming academic year was reviewed.	N/A	All HoDs	Admission status was monitored regularly. To enhance student outreach and admission prospects, the institution decided to participate in the University Education Conclave (SOAR) on 19th at Federal Institute of Science and Technology (FISAT).



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The current status of ERP updates and academic data management was reviewed. Faculty members were advised to ensure timely updating of student records and course-related information in the ERP system. The importance of maintaining accurate academic documentation for quality assurance and audit purposes was discussed.	25/06/2026	All faculty Members	ERP software-related works, including academic data updates and record management, are in progress. Departments are actively updating student and course information to ensure data accuracy and compliance with academic requirements
The committee discussed the scheduling of faculty vacation leave during the semester break. It was emphasized that vacation leave should be availed as per institutional norms without affecting valuation duties, admission-related activities, timetable preparation, or the commencement of academic activities. Department-wise coordination of leave schedules was discussed to ensure the smooth functioning of academic and administrative processes.	N/A	All HoDs	Faculty members were informed about vacation leave guidelines, and leave schedules were planned in accordance with institutional regulations. Department-wise leave schedules were coordinated to avoid disruption of valuation work, admission activities, timetable preparation, and the commencement of academic activities. Continuous monitoring was carried out to ensure the smooth functioning of academic and administrative processes across all departments.


Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal