



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

ACTION TAKEN REPORT

Name of the meeting : Principal -IQAC-AC- HoD meeting	Ref No	IJET/IQAC/MOM/25-26/EVEN/006
Venue : Principal chamber	Date & Time of Meeting Held	10/02/2026 & 12.00 P.M
	Action Taken Date	17/02/2026
Members Present		
Principal	Dr.S Senthilkumar	
Vice Principal & IQAC Coordinator	Ms. Saniya Salim	
Dy-IQAC & Academic Coordinator	Mr. Magudeswaran S	
Academic Coordinator	Mr. Rahu! T Prakash	
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	



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

Discussions and Decisions:

Sl.No	Points discussed	Targeted Date	Responsibility	Decision/Action Taken
1	All departments were instructed to complete and submit the result analysis of First Internal Assessment Test (IAT1) for higher semesters.	16/02/2026	All HoDs	All departments completed the result analysis of First Internal Assessment Test (IAT1) with statistical data, slow learner identification, and remedial action plans submitted by the Academic coordinators.
2	The First Internal Examination schedule for B.Tech S2, BBA, and BCA programs was finalized 26th, 27th feb. And 2 nd March. Departments were directed to communicate the timetable to students without delay.	12/02/2026	BS ,BBA,BCA HoDs	Internal examination timetable finalized, approved, and circulated to students and faculty.
3	HoDs must ensure timely submission of question papers along with duly signed scrutiny forms as per academic guidelines.	18/02/2026	All faculty members, BS ,BBA,BCA HoDs	Question papers prepared as per syllabus coverage. Submission of question papers along with duly signed scrutiny forms on or before 18/02/2026.
4	Course feedback forms should be circulated to students. Departments must submit: - Feedback Analysis Report - Action-Taken Report.	13/02/2026	All HoDs	Course feedback collected from students. Feedback analysis and Action-Taken Reports submission date extended to 20/02/2026
5	Parent intimation letters regarding attendance shortage and internal			Parent intimation letters regarding attendance shortage and internal



**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

	assessment marks must be prepared and dispatched promptly with proper records maintained.	13/02/2026	All HoDs	marks prepared and dispatched. Records maintained in departments.
6	Submission of programme-specific documents related to KTU Academic Audit was reviewed. HoDs were reminded to submit all required files with supporting evidence.	17/02/2026	All HoDs	Required programme specific files and supporting documents compiled and submitted for academic audit verification.
7	A reminder was issued to conduct the First Internal Examination for B.Tech Minor courses as per the academic calendar.	16/02/2026	CSE,CE,ECE HoDs	First Internal Examination for Minor courses scheduled and conducted as per academic calendar.
8	Faculty members must submit the Question Bank for Modules 3 & 4 within the stipulated time.	13/02/2026	All faculty members	Faculty submitted Question Banks for Modules 3 & 4 to department repositories.



**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

9	Departments were instructed to carry out: • Proper stock verification • Updating stock registers • Ensuring lab maintenance, safety, and functionality of equipment	16/02/2026	All HoDs, Lab In Charges	Stock verification carried out. Registers updated. Lab equipment checked, serviced, and maintained.
---	--	------------	--------------------------	---


Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal