



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.



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ACTION TAKEN REPORT

Name of the meeting : Principal -IQAC-AC-HoD meeting	Ref No	IIET/IQAC/MOM/25-26/EVEN/008
Venue : Principal chamber	Date & Time of Meeting Held	10/03/2026 & 12.00 P.M
	Action Taken Date	24/03/2026
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	
HoD (I/C) - AI & ML	Ms. Meenu Paulose	
Dpty.HoD – ECE	Ms.Diyona K. Mangalakadan	
HoD (I/C) – EEE	Mr.Muhammed Jeseem	
HoD (I/C) – Basic Science	Ms. Ancy Skaria	

Note: Ms. Shelja Jose, HoD (I/C) – ECE, was absent for the meeting



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Discussions and Decisions:

Sl.No	Points discussed	Targeted Date	Responsibility	Decision/Action Taken
1	Department Journal Subscription Renewal and Changes (if any). It was decided to renew essential journals. Departments may propose new subscriptions based on current academic needs, and any cancellation must be justified and approved.	By end of this semester.	All HoDs,	• Departments were invited to propose new journal subscriptions aligned with current academic and research requirements. • Requests for cancellation of existing journals are being reviewed and approvals are granted only after proper justification.
2	Various strategies to enhance admissions in core branches were discussed, including outreach and promotional activities.	Immediately	All faculty Members	• Digital promotion through social media and institutional platforms has been strengthened. • Faculty members are actively participating in admission-related activities to increase student enrollment.
3	The issue of low student attendance was discussed in detail. It was decided to organize a parents' meeting for students with attendance below 65%. Parents will be informed officially.	Immediately	All HoDs & Tutors	• A list of students with attendance below 65% has been prepared by respective departments. • Official communication has been sent to parents informing them about the attendance shortage. • Parents' meetings have been scheduled/conducted to discuss corrective measures and improve student attendance.



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4	The importance of timely submission of no due forms for higher semester students was emphasized. All students must complete the no due process Departments will ensure proper verification, and delays will not be entertained without valid reasons.	16/03/2026	All HoDs	• Instructions regarding timely submission of no due forms have been communicated to all students. • Departments are monitoring the process to ensure proper verification. • Delays in submission are being strictly controlled and considered only with valid reasons and proper approval.
5	Faculty members must ensure timely completion of portions as per the academic schedule. Any delay should be reported, and corrective measures must be taken.	27/3/2026	All faculty Members	• Faculty members are adhering to the academic schedule for syllabus completion. • Regular monitoring is being carried out at the department level. • Any delays reported are being addressed with corrective actions such as additional classes or revised teaching plans.


Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal