



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	IET/IQAC/MOM/25-26/EVEN/005
Venue : Principal chamber	Date & Time of Meeting Held	13/01/2026 & 12.30 P.M
	Action Taken Date	29/01/2026
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	
HoD (I/C) – ECE	Ms.Shelja Jose	
HoD (I/C) – EEE	Mr.Muhammed Jeseem	
HoD (I/C) – Basic Science	Ms. Ancy Skaria	



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Discussions and Decisions:

Sl.No	Points discussed	Targeted Date	Responsibility	Decision/Action Taken
1	The progress of syllabus coverage across all departments was reviewed. HoDs were instructed to ensure timely completion of the prescribed syllabus as per the academic calendar. The lagging portions must be compensated through additional classes.	23/01/2026	All HoDs	The review of syllabus coverage across all departments has been completed. Prescribed syllabus has been covered as per the academic calendar, including compensation of any lagging portions through additional classes.
2	The schedule for the First Internal Examination was discussed. After deliberation, the examination dates were finalized as 27/1/2026 to 29/1/2026, ensuring adequate preparation time for students. Departments were advised to strictly adhere to the finalized schedule.	27/01/2026	All HoDs	The First Internal Examination, earlier scheduled from 27/01/2026 to 29/01/2026, has been postponed to 03/2/2026 to 05/2/2026 in view of the University circular No. KTU/SOEX-I/2712/2024 dated 20.01.2026, which notified the suspension of regular classes for valuation duties. Departments have been informed, and revised examination dates will be communicated in due course.



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3	Procedures for internal examination question paper submission were discussed. All question papers must be submitted along with answer scheme on time for scrutiny to ensure uniformity and error-free evaluation. The scrutiny committee will complete verification before final approval.	20/01/2026	All faculty members	Submission of Internal Examination question papers along with answer schemes for scrutiny has been completed. Scrutiny Committee verification and final approval of question papers has been completed, ensuring uniformity and error-free evaluation.
4	The status of Module II question bank preparation was reviewed. Faculty members were instructed to submit the finalized question bank with answers within the stipulated deadline. AC's & HoDs to verify quality and Bloom's Taxonomy compliance before submission.	16/01/2026	All faculty members	Submission of Module II finalized question banks with answers by faculty members has been completed. Verification and Bloom's Taxonomy compliance by ACs and HoDs has been completed.
5	The importance of student enrollment in KDISC and NPTEL courses was emphasized. KDISC Mentors, Tutors and HoDs were instructed to ensure proper communication and guidance to students regarding registration deadlines. Compliance reports to be submitted to IQAC.	31/01/2026	KDISC Mentors, Tutors & HoDs	Student enrollment guidance and communication for KDISC and NPTEL courses by Mentors, Tutors, and HoDs has been completed.



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6	A reminder was issued regarding the conduct of the M.Tech S2 First Advisory Committee Meeting. Concerned faculty coordinators were instructed to schedule and complete the meetings at the earliest and submit minutes to the PG coordinator.	15/01/2026	Concerned faculty coordinators ,CE & CSE HOD's	M.Tech S2 First Advisory Committee Meetings have been scheduled, conducted, and completed, and the minutes have been submitted to the PG Coordinator.
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Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal