



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/009
Venue : Principal chamber	Date & Time of Meeting Held	24/03/2026 & 12.00 P.M
	Action Taken Date	16/04/2026
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	The status of final internal marks and attendance submission was reviewed. Departments reported progress in the verification and consolidation of internal marks. The importance of accurate attendance submission through Academic Coordinators was emphasized to avoid discrepancies during result processing.	As per KTU calendar.	All HoDs,	All departments successfully completed the submission of internal marks and attendance within the stipulated time period. The verification and consolidation of internal marks and attendance records were completed through the respective Academic Coordinators. No major discrepancies were reported during the verification process, and the submitted records were approved for further processing.
2	The proposed timeline for the Second Internal Audit was presented and discussed. Department-wise coordination requirements and responsibilities were reviewed. Documentation standards, compliance requirements, and supporting evidence to be maintained for the audit were discussed.	09/04/2026	All faculty Members	All departments submitted the required audit files and supporting documents to IQAC within the stipulated timeline. The Second Internal Audit process is currently in progress, and departments are extending the necessary support for the audit activities. IQAC reviewed the status of document submission and confirmed that the



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				required records have been made available for verification. A post-audit review meeting will be conducted on 21/04/2026 to discuss the audit observations, compliance status, and necessary corrective actions.
3	The status of end-semester student feedback collection across departments was reviewed. Procedures for submission, compilation, and analysis of feedback were discussed. The significance of utilizing feedback outcomes for quality improvement initiatives was highlighted.	By end of this semester	All HoDs	Feedback reports shall be submitted to IQAC for analysis and record maintenance. Department Heads shall review the feedback outcomes and prepare action plans for addressing identified concerns and improving academic quality.


Ms. Saniya Salim
IQAC Head


Dr. S Senthilkumar
Principal