



**Sri Indu College of Engineering & Technology :: Sheriguda (V), R.R.Dist**

**INTERNAL QUALITY ASSURANCE CELL (2016-17)**

**ACTION TAKEN REPORT FOR Ref.No.: SICET/PRL/IQAC/02/ 2016**

**Ref: SICET/PRL/IQAC/02/ 2016**

**Date: 15/12/2016**

The following are the action taken report for the Minutes of the Meeting No.: SICET/PRL/IQAC/02/ 2016 was held on 26/11/2016.

**Item No.: 1:** To confirm the minutes of the meeting: **SICET/PRL/IQAC/02/ 2016** of the IQAC held on 26/11/2016.

**Action Taken:** The minutes of the meeting: **SICET/PRL/IQAC/02/ 2016** of the IQAC circulated among all the members were discussed and confirmed.


**Item No.: 2:** Action Taken Report (ATR) on decisions of the previous meeting

<b>Meeting</b>	<b>No.:</b>	<b>Action taken report</b>	<b>Responsible</b>
<b>SICET/PRL/IQAC/02/ 2016</b>			
Discussion of IQAC Year Planner		IQAC year Planner is prepared and circulated	IQAC Coordinator
Conduct of unit test apart from mid Examinations		Unit test Schedule prepared	HODs
Guidelines to prepare Lesson Plan and Course File		Guidelines Prepared and lesson plans were prepared based on the guidelines with tutorial hours	IQAC coordinator and HODs
Placement Activity		Placement Officer has submitted the tentative Schedule of Placement	Placement officer

	activities to the management. Core area companies also submitted to the management.	
Quality of Mid Exam Question Papers- Suggestions	Quality parameters decided to set the Mid exam question papers.	Controller of examinations
Green Campus Initiatives	Detailed planning and suggestions were discussed and proposed to the management for initiating Green campus activities.	Administrative Officer.

The above Action Taken Report (ATR) will be discussed in the next meeting.

**Venue:** IQAC Hall

Prepared by:   
(S. RAKESH)

  
**Dr.N.C.Sendhikumar**  
Coordinator

**Copy to :**

1. The Chairman
2. The Secretary
3. All the HODs
4. CE
5. AO
6. Placement & Training office
7. IQAC – Meeting File

