



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/03/2017

Ref: SICET/PRL/IQAC/04/2017

Date: 25/04/2017

The following are the action taken report for the Minutes of the Meeting No.: SICET/PRL/IQAC/04/2017 was held on 22.04.17

Item No.: 1: To confirm the minutes of the meeting: **SICET/PRL/IQAC/04/2017** of the IQAC held on 22.04.17.

Action Taken: The minutes of the meeting: SICET/PRL/IQAC/04/2017 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

| Meeting | No.: | Action taken report | Responsible |
|--|------|--|-------------------------|
| SICET/PRL/IQAC/04/2017 | | | |
| Discussion on 26.11.16 and 07.01.2017 meeting outcomes | | Pending works in the 26.11.2016 and 07.01.2017 has to be completed as soon as possible. | IQAC Coordinator |
| Green Campus Initiative outcomes | | The outcomes and maintenance in the green campus initiatives discussed and detailed budget is submitted to management. | Administrative Officer. |
| Syllabus Coverage details | | Extra hours were allocated to the staff members, those who are lacking in syllabus. Time table was submitted to | All HoDs |

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| | the principal for further follow up. | |
| Final year Project details | List of projects submitted to various project competitions has been presented to IQAC. | All HoDs |
| Students Feedback Analysis and Summary | All the HoDs submitted the detailed feedback analysis to the principal and necessary actions taken for also reviewed. | All HoDs |
| Summer Internships / Industrial Trainings | List of second and third year students going for internship has to be finalized before 01.05.2017. | Placement coordinator |
| Placement details | Placement Officer discussed about the list of students get placed | |

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

Venue: IQAC Hall

Prepared by:

(S. RAJESH)

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

Copy to 1.Principal 2.All HODs

Circulated to : 1.All IQAC Members & all Concerned

