



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

INTERNAL QUALITY ASSURANCE CELL (2017-18)

ACTION TAKEN REPORT FOR Ref.No.: SICET/PRL/IQAC/05 /2017

Ref: SICET/PRL/IQAC/05 / 2017

Date:10/08/2017

The following are the action taken report for the Minutes of the Meeting No.: SICET/PRL/IQAC/05 / 2017 was held on 10/06/2017

Item No.: 1: To confirm the minutes of the meeting: **SICET/PRL/IQAC/05/2017** of the IQAC held on 10/06/2017.

Action Taken: The minutes of the meeting: SICET/PRL/IQAC/05 / 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/05/2017			
Course File Updation		All the Course Files have been verified by the course file coordinator	Course file coordinator and IQAC coordinator.
Question Bank Updation		Question bank has been updated	All HoDs
Assignments		HoDs reviewed the assignment questions from the staff members and the same has been given to students	All HoDs & All Faculty
Mid Exam QP verification		Two Senior faculties have been nominated to verify the Mid exam question papers and Question paper content has been verified	Controller of examinations and All Hods.

Remedial Classes for Mid Examinations Poor Performance	Remedial class students list has been prepared and schedule is prepared.	All HoDs
Training Programmes	Seminars and training programmes for Faculty and students schedule is prepared.	Training and Placement coordinator.

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

Prepared by:


(J. RAKESH)



Dr.N.C.Sendhikumar
Coordinator

Copy to 1.Principal 2.All HODs

Circulated to : 1.All IQAC Members & all Concerned

