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**INTERNAL QUALITY ASSURANCE CELL (2020-21)**

**ACTION TAKEN REPORT FOR Ref.No.: SICET/PRL/IQAC/18 / 2020**

**Ref: SICET/PRL/IQAC/18/2020**

**Date: 04/10/2020**

The following are the action taken report for the Minutes of the Meeting No.: SICET/PRL/IQAC/18/2020 was held on 5/09/2020

**Item No.: 1:** To confirm the minutes of the meeting: SICET/PRL/IQAC/18/2020 of the IQAC held on 5/09/2020.

**Action Taken:** The minutes of the meeting: SICET/PRL/IQAC/18/2020 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/18/2020		
Conduct of IV II End exam	Date finalized	CEO
Preparation of Handout/Course file	In progress	ALL HoD and IQAC coordinator
Strengthen of various cell activity	Various activities were discussed	Cell Coordinator and member
Faculty contribution in workshops and publication	List prepared	All Department HoD
Establishment/ renovation of labs for new courses	Status verified	Concern department HoD and AO

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

Prepared by:



  
**Dr N C Sendhilkumar**  
Coordinator

Copy to 1.Principal 2.All HODs

Circulated to : 1.All IQAC Members & all Concerned

