



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

**INTERNAL QUALITY ASSURANCE CELL (2022-2023)**

**ACTION TAKEN REPORT FOR Ref.No.: SICET/PRL/IQAC/30 / 2023-24**

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**Ref: SICET/PRL/IQAC/30 / 2023-24**

**Date:03/08/2023**

The following are the action taken report for the Minutes of the Meeting No.: **SICET/PRL/IQAC/30 / 2023-24** was held on 01/07/2023

**Item No.: 1:** To confirm the minutes of the meeting: **SICET/PRL/IQAC/30 / 2023-24** of the IQAC held on 01/07/2023.

**Action Taken:** The minutes of the meeting: **SICET/PRL/IQAC/30 / 2023-24** 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 No.: SICET/PRL/IQAC/30 / 2023-24</b>	<b>Action taken report</b>	<b>Responsible</b>
Status of points discussed in Previous meeting	ATR Submitted	IQAC Coordinator
Commencement of Academic year 2023-2024.	Academic Calendar released	CE
End Exam for II and III Years	Circular to be released	CE
Course File Updation	Updated	HODs and Faculty
Question Bank Updation	In Progress	HODs and Faculty
Assignments to Assess the students understanding of the Course	Implemented	HODs and Faculty
Conduct of National level Technical Symposium and Conference	Planned	HODs

Result Processing	In Process	CE
Training programs, Internships and IV	Activities Scheduled	PAT
Mid Question Verification	During Mid xams	CE
Upgrading Lab Facilities	List to be prepared	HODs
Improvement of Library Facilities	In Progress	Librarian
Additional Infrastructure Requirements	Planned	HODs an AO
Research Initiatives	Meetings to be planned	R&D Coordinator
Faculty Enrichment Programs	Planned	HODs
Slow and Fast Learner Identification	To be done	Faculty
Internal Audits	Scheduled	IQAC
Budget	To be prepared	HOD and Auditor
NAAC Work Status	In Progress	HODs and Faculty

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

*[Handwritten Signature]*

**Coordinator**

Copy to 1.Principal 2.All HODs

Circulated to : 1.All IQAC Members & all Concerned

