



INTERNAL QUALITY ASSURANCE CELL (2022-2023)

ACTION TAKEN REPORT FOR Ref.No.: SICET/PRL/IQAC/26 / 2022-23

Ref: SICET/PRL/IQAC/26 / 2022-23

Date: 24/09/2022

The following are the action taken report for the Minutes of the Meeting No.: SICET/PRL/IQAC/26 / 2022 was held on 24/08/2022

Item No.: 1: To confirm the minutes of the meeting: SICET/PRL/IQAC/26/2022-23 of the IQAC held on 24/08/2022.

Action Taken: The minutes of the meeting: SICET/PRL/IQAC/26 / 2022-23 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/26/2022-23			
Information on Reconstitution of IQAC		Informed	IQAC Coordinator
Commencement of next Academic year for II, III, IV Years		Circular released	CE
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
Updating Using of ICT Tools for Teaching		List has been updated	All Faculty and HOD
Assignments		HoDs reviewed the assignment questions from the staff members and the same has	All HoDs & All Faculty

	been given to students	
Conduct of National level Technical Symposium and Conference	Proposals for receiving grants is in process	R&D Head &HODs
Result Processing	In process	CE
Training programs	Tentative Schedule prepared	Placement and Training Officer
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
Upgrading Lab Facilities	Lists prepared	HOD and Lab Faculty
Improvement of Library Facilities	Purchase Planned	Librarian
Additional Infrastructure Requirements	Requirements to be received	AO
Information on NBA Status	ECE and CSE got Reaccredited	Principal
Research Initiatives	Min 2 Papers and Patents to be published. All HODs circulated the information and in Process	R&D Head
Faculty Enhancement Programs	Planned	HODs and IQAC Coordinator
Slow and Fast Learner Identification	List Prepared	Faculty and Coordinators
Internal Audits	Scheduled	IQAC Coordinator
Budget	Prepared	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 consecutive meeting also.

Prepared by:


Coordinator

Copy to 1.Principal 2.All HODs

Circulated to : 1.All IQAC Members & all Concerned

