

Internal Quality Assurance Cell

Action Taken Report (2022-2023)

Date of Meeting	Decisions	Action Taken
25.8.2022	<p>Mock presentations for NAAC</p> <p>NBA accreditation process</p> <p>Improving result</p> <p>AQAR Submission</p> <p>Handbook and calendar</p> <p>Activity plan of cells and committees</p> <p>SAR Preparation for CE, MBA and MCA programs</p>	<p>2 rounds of mock presentations conducted</p> <p>NBA compliance reports of the already accredited department almost ready</p> <p>NBA SAR of CE and MCA is around 70% complete</p> <p>Remedial classes and follow up initiated</p> <p>Data collection in progress</p> <p>Handbook and calendar published</p> <p>Submitted to IQAC</p>
18.11.2022	<p>Compliance reports for the accredited 5 programs</p> <p>AQAR Submission</p> <p>NIRF submission</p> <p>API format</p> <p>Preparations for NAAC Peer Team Visit and NBA compliance visit</p> <p>Submission of SAR of CE, MCA and MBA programs</p>	<p>Draft SAR for CE, MBA and MCA programs prepared</p> <p>The compliance reports for the 5 accredited programs submitted to NBA</p> <p>AQAR for 21-22 submitted in January 2023</p> <p>Data submitted for NIRF ranking</p> <p>Revised API format circulated among faculty</p> <p>NAAC peer team Visit completed</p> <p>Arrangements for NBA Compliance visit in progress</p> <p>Registration for NBA for CE and MCA programs planned to be done in March 2023</p>
4.3.2023	<p>Remedial measures</p> <p>Arts, Sports and Tech fests</p> <p>CAC, PAC, DQAC meetings</p>	<p>Instructed HODs to ensure student attendance in regular and remedial classes and proper monitoring of slow learners</p> <p>Scheduled to hold these fests in the beginning and end of the vacation</p> <p>All departments instructed to conduct the CAC, PAC and DQAC meetings regularly</p>



*P.R. Dhruv*  
*DK M. N. S. R.*  
*Co-ordinator*

**Action Taken Report of the General Committee meeting of IQAC held on 04/03/2023**

Sl. No	Decision	Action Taken
1.	Preparation for NAAC peer team visit	The NAAC peer team visit has been adequately planned for by the institute. On the day of the visit, various technical activities of clubs and cells were exhibited in the auditorium. At the cultural evening, students also displayed their talents. The NAAC awarded the institute an A+ grade following a visit on March 9th and 10th, 2023.
2.	NBA compliance visit	An expert team conducted data verification of five accredited programs on 1st April 2023. Accreditation status to these programs were extend up to 30.06.2026
3.	Submission of SAR for CE, MCA and MBA programs	SAR submitted for CE program on 14.06.2023 Proposed visit dates are 08/09/2023, 15/09/2023, 29/09/2023, 27/10/2023, 03/11/2023.  MCA and MBA departments are preparing towards NBA accreditation.
4.	Remedial measures to improve the academic performance of the students	Instructed HoDs to ensure student attendance in regular and remedial classes. Conducted APMC meetings to track and discuss the issues with slow learners.
5.	Planning of extracurricular and cocurricular activities with minimum interference in to the academic matters	Arts, Sports and Techfest are scheduled at the beginning of vacation.
6.	Conduct of CAC, PAC, DQAC meetings	All departments are instructed to conduct the CAC, PAC, DQAC meetings regularly.



*P.R. Mini*  
*DR Mini P.R*  
*IQAC Co-ordinator*  
*21/3/2023*

**Action Taken Report of the Core Committee meeting of IQAC held on 21/03/2023**

Sl. No	Decision	Action Taken
1.	Review of preparation for NBA compliance visit	An expert team conducted data verification of five accredited programs on 1st April 2023. Accreditation status to these programs were extend up to 30.06.2026
2.	Preparation of SAR for five accredited programs	All five departments have prepared the SAR for AY 2020-2021, AY 2021-2022, AY 2022-2023 and submitted the hardcopy to IQAC



*W*  
*Unnikrishnan.*  
*25/7/23.*