MAHAGURU INSTITUTE OF TECHNOLOGY

Kattachira, Pallickal P.O, kayamkulam, Kerala 690503

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Action taken report for the meeting conducted on 26- 08-2022

Sl.No	Decisions	Actions Taken
1	The AQAR report for the academic year 2021-2022 should be completed at the earliest.	The NAAC coordinators are directed to complete the AQAR report as early as possible.
2	The Departments of CSE, ME, are directed to proceed for NBA Accreditations.	NBA criterion wise meetings were conducted on 30-8-2022 and 31-08-2022.
3	CSE dept to start student chapter in CSI	Ms.Namitha T, AP/CSEwas nominated as the CSI Faculty Coordinator and directed to take required steps to start the registration process in the next semester.
4	Every Dept. has to plan Dept. specific programs for the next semester and submit the department calendar.	The Dept. Program Co-ordinator must submit the calendar.
5	Placement training should be given to 2019-2023 batch.	The Placement Officer is directed to do the needful to conduct the Placement Training.
6	Self-appraisal form must be submitted by each faculty	All HODs have collected and submitted the self-appraisal on 31-08-2022
4	The university results need to be improved.	The HODs are asked to take necessary steps (remedial classes, retests etc.) to improve university results.
5	Preparation for the commencement of next semester classes	subject allocation, workload and timetable were submitted to Principal on 2-09-2022
6	Course file Submission S2/S4/S6/S8 on 15-09-2022	Internal audit was conducted and course files and other related documents were audited on 1-10-2022

IQAC COORDINATOR

PRINCIPAL