MAHAGURU INSTITUTE OF TECHNOLOGY

Kattachira, Pallickal P.O, kayamkulam, Kerala 690503

INTERNAL QUALITY ASSURANCE CELL (IQAC)
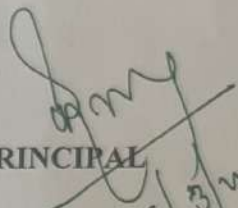
ACTION TAKEN REPORT

Action taken report for the meeting conducted on 20- 01-2023

Sl.No	Decisions	Actions Taken
1	The AQAR report for the academic year 2021-2022 should be completed	The NAAC coordinators are directed to complete the AQAR report by 28-02-2023.
2	NBA Review meetings	NBA review meetings were conducted on
3	NBA SAR Submission	NBA SAR was submitted on 21-02-2023
4	Alumni Meet to be conducted in January	Alumni meet was conducted on 28-01-2023
5	Faculty feedback by students	The student feedback on the faculty were collected by the HODs on 23-01-23
6	Course file for S3/S5/S7 must be completed.	Internal audit is scheduled on 06-02-2023 and 09-02-2023.
7	Internal Academic Audit will be conducted	Internal academic audit was conducted on 06-02-2023 and 09-02-2023
8	Professional Body Activities	Seminars and Workshops in association with CSI SB was conducted. Kerala Block Chain Academy membership received on 17-03-2023
9	Every Dept. has to plan Dept. specific programs and submit the department calendar.	A draft version of Department calendar was prepared by 01-03-2022. Department Calenders of all departments were submitted to Principal by 08-03-2023
10	The university results need to be improved.	The HODs are asked to take necessary steps (remedial classes, retests etc.) to improve university results.
11	The final year project quality should be improved.	All final year project groups were instructed to prepare and submit their project work as paper publication

| 12 | NBA Mock Audit Preparation | A mock audit is scheduled on 04-04-2023 |
| 13 | KTU External Audit preparation | An IQAC internal audit is planned on 03-04-23 and 04-04-23. |

IQAC COORDINATOR   **PRINCIPAL**