

# INTERNAL QUALITY ASSURANCE CELL

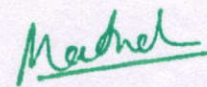
## Action Taken Report 2018-19

SI No.	Date	Agenda	Decisions/Action Taken
1.	10.07.2018	<ul style="list-style-type: none"><li>• Approval of Academic Calendar</li><li>• Presentation of Departmental Activities during Jan-Jun 2018</li><li>• NAAC Accreditation Process.</li><li>• Approval of Value Added Courses</li></ul>	<p>The academic calendar and internal examination schedule are prepared and distributed to teachers and students.</p> <p>Budget allocation to different departments for the year is completed.</p> <p>List of Faculty Development Programs planned for Jul – Dec 2018 by different departments is approved.</p> <p>Decided to conduct Technical staff Development Programs in addition to FDPs.</p> <p>Curriculum and syllabus of Value added courses is approved and distributed to students.</p> <p>Analysis of feedbacks collected (graduate survey, employer survey, alumni survey and faculty survey) are submitted by the heads of the departments.</p> <p>Decided that “Innovate-2019 first phase of project proposal submission to be done on or before 28.09.2018.</p> <p>Decided to initiate Criteria-wise preparations for NAAC accreditation.</p>
2.	04.01.2019	<ul style="list-style-type: none"><li>• Approval of Academic Calendar.</li><li>• Presentation of Departmental Activities during Jun-Dec 2018.</li><li>• Student Projects, Internships.</li><li>• Approval of Value Added Courses</li></ul>	<p>The academic calendar and internal examination schedule are prepared and distributed to teachers and students.</p> <p>List of Faculty Development Programs planned for Jan – Jun 2019 by different departments is approved.</p> <p>Decided to conduct Inter-departmental project competition</p>

			<p>“MACE Innovate” in April first week.</p> <p>Curriculum and syllabus of value-added courses are approved.</p> <p>Prof. Reena Kuruvilla &amp; Prof. Geethu James were nominated for preparing a representation regarding Non-dept electives to be submitted to KTU Academic Council.</p> <p>Dr. Binu Markose, Chief faculty advisor was nominated as staff-in-charge of counselling and to monitor the activities.</p> <p>Students were directed to apply for summer internships.</p> <p>HODs submitted the List of Journal publications.</p>
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