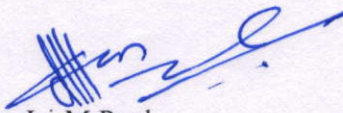


INTERNAL QUALITY ASSURANCE CELL

Action Taken Report 2019-20

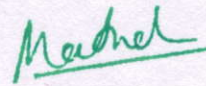
Sl No.	Date	Agenda	Decisions/Action Taken
1.	08.07.2019	<ul style="list-style-type: none"> • Approval of Academic Calendar • Presentation of Departmental Activities during Jan-Jun 2019 • Internships, Project • Approval of Add-on Courses • Activities of IIPC, IEDC and Incubation Cell 	<p>The academic 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 2019 by different departments is approved.</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>Curriculum and syllabus of Add-on courses are approved.</p> <p>Decided that centralized internship monitoring will be done by IIPC (Industry Institute Partnership Cell).</p> <p>It is decided to give financial assistance to eligible start-ups.</p>
2.	19.09.2019	<ul style="list-style-type: none"> • NAAC Accreditation • Website Updation • Placement Statistics • Result Analysis 	<p>Decided that data updation of website will be reviewed monthly.</p> <p>Faculty Development Programmes as well as technical staff training programmes are conducted as planned.</p> <p>Result analysis (of 2019 passout batch) is prepared and submitted by the Heads of Departments.</p>
3.	02.01.2020	<ul style="list-style-type: none"> • Approval of Academic Calendar • Presentation of Departmental Activities • NAAC Accreditation • Approval of Add-on Courses 	<p>List of Faculty Development Programs planned for Jan – June 2020 by different departments is approved.</p> <p>The academic calendar and internal examination schedule are prepared and distributed to teachers and</p>

			<p>students. Curriculum and syllabus of Add-on courses are approved. Decided to conduct Inter departmental project competition "MACE Innovate" towards the semester end.</p>
4.	17.03.2020	<ul style="list-style-type: none"> • Placement statistics • Activities of IIPC, IEDC and Incubation Cell • Presentation on 'etlab' 	<p>A video on the features and facilities of 'etlab' is prepared by the staff-in charge and circulated among teachers. Decided to promote student Internships in core companies during semester break.</p>



Dr. Jai M. Paul

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