

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report 2022-23

Sl No.	Date	Agenda	Decisions/Action Taken
1.	08.06.2022	<ul style="list-style-type: none">• Academic audit guidelines• NAAC accreditation• Any other matter permitted by the chair	<ul style="list-style-type: none">• Student satisfaction trial survey for NAAC is conducted.• The list of faculty, technical staff and students (academic year 2021-22) is collected from Heads of Departments and filed.• Faculty evaluation (appraisal by students) is conducted through ETLab, and the reports are generated, printed and filed.• Internal audit is conducted on 13/06/2022 and 14/06/2022.• External audit by the University is conducted on 16/06/2022.
2.	17.08.2022	<ul style="list-style-type: none">• Academic audit guidelines• NAAC and NBA accreditation• International Conference• Any other matter permitted by the chair	<ul style="list-style-type: none">• Dr. Brijesh Paul is appointed as the Coordinator for organizing the International Conference during March – April, 2023.• Dr. Jiss Paul and Prof. Sonia Abraham are appointed as the Coordinators for organizing a Faculty Development Programme on “Engineering Pedagogy” for newly joined faculty (during first Internal exam dates).• NIRF Committee is reconstituted.• Even semester Internal audit is conducted on 19th



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			and 22 nd August 2022.
3.	11.10.2022	<ul style="list-style-type: none"> • Approval of academic calendar • Approval of add-on courses • Faculty Development Programme in Engineering Pedagogy • NAAC Accreditation Process 	<ul style="list-style-type: none"> • The approved academic calendar is distributed to teacher and students. • The curriculum and syllabus of approved add-on courses are distributed to students. • Decided to conduct FDP on Engineering Pedagogy for permanent teachers joined after 2017 during first internal examination. (18.11.2022 to 10.11.2022).
4.	14.11.2022	<ul style="list-style-type: none"> • Internal and external academic audit • NBA visit remarks • Status of NAAC and NIRF 	<ul style="list-style-type: none"> • Faculty Development Programme on “Engineering Pedagogy is conducted from 8-10 November 2022 for newly joined faculty. • Internal audit of odd semester 2022-23 is conducted on 16-17 November 2022. • External audit by KTU of odd semester 2022-23 is conducted on 22nd November 2022.
5.	10.01.2023	<ul style="list-style-type: none"> • NAAC Peer team visit • Review of the activities of IQAC 	<ul style="list-style-type: none"> • Statutory and Non statutory files are to be submitted in Board room on or before 12.01.2023 for verification. • All IQAC members are directed to attend NAAC peer team interaction with IQAC on 19th January 2023 at 4.15 p.m.
6.	16.02.2023	<ul style="list-style-type: none"> • Planning the activities of IQAC • Approval of academic calendar • Approval of add-on courses 	<ul style="list-style-type: none"> • The approved academic calendar is distributed to teacher and students. • The curriculum and syllabus of approved add-on courses are distributed to students. • Course outcomes, Program



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			<p>specific outcomes, CO-PO and CO-PSO mapping of 2019 scheme B.Tech semesters S1-S8 is verified by the respective heads of departments and submitted to IQAC.</p> <ul style="list-style-type: none"> • Project presentation and project evaluation schedule prepared by the project coordinators are approved and published.
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Dr. Siny Paul

IQAC Coordinator



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