



## INTERNAL QUALITY ASSURANCE CELL

### Action Taken Report on 05-03-2020

SL NO	AGENDA	DISCUSSIONS AND DECISIONS	DECISION/ACTION TAKEN
1	Academic Monitoring	Discussed about digital library by the use of students during the project hours to downloading reference papers for their project.	Final year students use digital library during their project hour. And they submitted hard copy of all research papers to the department.
2	Feedback process	Decided to take online feedback for students twice in a semester.	Tutors take online feedback from the students and kept in file system in the department.
3	Admission procedure	Principal suggested administrative officer to present current status of the admissions.	Administrative officer updated current status of the admission and reports to principal.
4	Orientation Programs	Planned to conduct orientation program for final year students.	Conducted an expert talk on carrier opportunities in IT Industry on 25th March 2020

Ms. Linu Paulose  
IQAC Coordinator



Dr. N Malmurugan

Principal

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