

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report on 19-06-2019

SL NO	AGENDA	DISCUSSIONS AND DECISIONS	DECISION/ACTION TAKEN
1	Academic Monitoring	As per the decision from KTU Decided to create a File system in the department in which all the file should be kept in hard copy form.	IQAC verified files and it should be kept in department with hard copy form.
2	Attendance Program	Decided to submit consolidated attendance of the all departments.	Tutors calculated consolidated attendance of even semester and submit to IQAC on time.
3	CO attainment calculation	Discussed about CO attainment calculation and mapping.	All faculty prepared CO attainment and Verified by IQAC.
4	Remedial classes	Principal suggested department heads to prepare the students for university examination.	Provided more hours for the remedial classes for students to preparing even semester university examination.



Ms. Linu Paulose
IQAC Coordinator



Dr. N Malmurugan
Principal



PRINCIPAL
Indira Gandhi Institute of Engineering
& Technology
Nellikuzhy P.O., Kothamangalam - 686 691