

INTERNAL QUALITY ASSURANCE CELL

Action Taken Report on 19-03-2018

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.	Created a File system in the department in which all the file should be kept in hard copy form
2	Internal exam and Question paper analysis	A General format for internal exam question paper is finalized	Internal examination were conducted as per the KTU calendar and marks are uploaded in the course Dairy
3	Discussed about IAT1 Question paper submission on Date	IAT1 Question paper Submitted on Date as per schedule.	The academic file was shared with the entire department on 10/06/2018.
4	Feedback Process	Internal examination and feedback process.	The online student feedback was taken by tutors of all department and report submitted to the principal.
5	Admission Procedure	Dr. Siyad KP CEO informed procedures needed to be started for secondary school visit as part of admission campaign.	As a part of admissions a group of faculty members join a team and visited some secondary schools.
6	Student assessment record monitoring.	Dr. N Malmurugan sir informed meetings need to be conducted with low performance of each class. Students need to be categorizing different groups for proper follow-ups and making them pass university examinations by giving extra care.	Tutors categorized the students with low performance and provided more classes to improve their result.

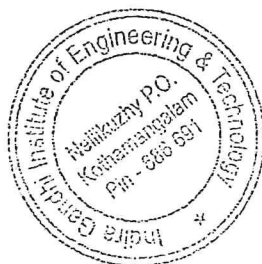
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