INDIRA GANDHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

iGGiS

Approved by AICTE (All India Council for Technical Education)
Affiliated to A.P.J. Abdul Kalam Technological University, Kerala
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INTERNAL QUALITY ASSURANCE CELL

Action Taken Report on 08-10-2018

SL NO	AGENDA	DISCUSSIONS AND DECISIONS	DECISION/ACTION TAKEN
1	KTU External Audit.	Decided to complete department files and subject files for the KTU audit and submit to IQAC on time.	Course file are completed and submitted by all departments to IQAC before the KTU Audit
2	University Result analysis.	Prepare the university result analysis for the previous semester and submit it to IQAC on time.	Result analysis for the previous semester submitted by Department Head to IQAC on 10-10-2018
3	Feedback process	It was decided to take online feedback from students after first internal examination of odd semester.	Department heads submitted consolidated attendance to Principal on 10-10-2018.
4	Student's attendance.	It was decided to consolidate attendance and submit to IQAC.	Tutors collected attendance and submitted to IQAC.
5	Internal examination	IQAC Coordinator suggests department Heads to submit First internal Question papers for odd semester with scrutiny.	All faculty members prepared question papers with scrutiny form for first internal examination of odd semester. Question papers and scrutiny form verified by IQAC.
6	Placements Program	Planned to conduct a software skill development program.	Conducted Workshop on Python on 10-10-2018 .The session handled by Lekshmi M Meera, Python trainer, Ernakulam

Ms. Linu Paulose

IQAC Coordinator

Dr. N Malmurugan

Principal

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

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