

Academic Year: 2020 – 21
Meet : 02
Action Taken Report : 02



ERODE SENGUNTHAR ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,
Accredited by National Board of Accreditation (NBA), New Delhi &
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade
PERUNDURAI -638 057, TAMILNADU, INDIA.



Action taken Report of Meeting – 02 held on 20.10.2020

S.No.	Points Discussed	Action taken	Responsible Person	Target date / remarks
1	Chairperson welcomed the new members of IQAC	--	IQAC Coordinator	2020 – 21
2	IQAC Convener initiated the preparation of AQAR for the academic year 2019 – 20	IQAC Coordinator discussed the various criteria's in AQAR and required data format for preparing the AQAR	IQAC Coordinator	2020 – 21
3	Principal briefed the various IQAC team and NBA file mapping. They insisted to work according to the allocated work to prepare for all accreditation process	IQAC Coordinator NBA Coordinator	IQAC Coordinator	2020 – 21
4	Principal reviewed the IQAC / NBA audit report in the meeting. They insisted to carry over the audit suggestions for improvement.	Principal insisted to check all the suggestion for improvement in further audits	IQAC Coordinator IQAC Auditor	2020 - 21
5	Principal insisted all the HoDs to calculate the CO PO attainment of every subject of 2019 – 20 for conducting PAC meeting	Principal insisted to check the CO PO attainment in Academic audit and he insisted to conduct PAC meeting in every department submit the minutes.	IQAC Coordinator IQAC Auditor All HoDs	2020 – 21
6	IQAC members are advised to follow the academic calendar for all academic and non academic activities	Principal suggested to verify all the academic and non academic activities in IQAC audits	IQAC Coordinator IQAC Auditor All HoDs	2020 – 21

h

7	Individual IQAC Coordinators briefed the plan of Quality Initiative Programmes of the academic year 2020 – 21 Odd semester	Principal insisted to submit the post event report in time and publicize it in all medias. He insisted to audit the documents in IQAC activity audits	IQAC Coordinator Activity Coordinator IQAC Auditor All HoDs	2020 – 21
8	Principal suggested to submit a proposal for conducting workshops, seminars, FDP and Conferences	Principal suggested Director / Research to motivate all the faculty members to prepare a proposal	IQAC Coordinator Director / Research IQAC Auditor All HoDs	2020 – 21
9	Principal insisted to conduct academic audits on various quality parameters of research and technical education	Principal suggested IQAC Coordinator to conduct audit on academic, teaching, research, IIPC, website, exam and etc	IQAC Coordinator	2020 – 21
10	Principal suggested to conduct more no of orientation programme for OBE assessment	Principal insisted IQAC coordinator to conduct an orientation programme	IQAC Coordinator	2020 – 21

U. Srinivas
IQAC Coordinator



Principal

PRINCIPAL,
Erode Sengunthar
Engineering College,
Mudupathi, Erode-638 057