



Minutes and Action taken report of IQAC meeting 24.09.2019				
Sl. No	Details of Discussion	Target date	Action	Remarks
1	Procedures for MSME	16.12.2019	Dean (Research), Dr.Sampath Kumar (AEI) and Mr.Sarin (EEE)	Status to be updated – Will be completed by January 1 st week
2.	IEDC	16.12.2019	Dr.Sampath Kumar (Professor /AEI)	Last year activity report (in 3 pages) and expenditure report for AY 2018-19 and 2019-20 – To be submitted by 10.01.2020 to IQAC Coordinator
3.	Sports activities	16.12.2019	Mr.Shaji M A (Physical Director)	report on list of activities conducted in AY 2019-20 (up to December) and list of activities proposed for the even semester of AY 2019-20 - To be submitted by 10.01.2020 to IQAC Coordinator
4.	Cultural and Literary club	16.12.2019	Mr.Saneesh (AP/CE department)	list of activities conducted in AY 2019-20 (up to December) and list of activities proposed for the even semester of AY 2019-20 - To be submitted by 10.01.2020 to IQAC Coordinator
5.	Staff development – Research contribution and FDPs	16.12.2019	HoDs of all departments	Research contribution and FDPs attended for AY 2019-20 (upto December) to be submitted to Dean Research – Except EEE all other depts are pending – google sheet https://docs.google.com/spreadsheets/d/1Pyg5M8Z5U-8WCYmriddb50Wy1gnCejroL2HmjbkICIY/edit?usp=sharing Data can be retrieved