



# Adi Shankara

## INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Affiliated to APJ Abdul Kalam  
Technological University  
(Owned by Adi Sankara Trust)

## **MoM & ACTION TAKEN REPORT**

### **2020 - 2021**





# Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY, KALADY

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University

Vidya Bharathi Nagar, Kalady, Ernakulam, Kerala

www.adishankara.ac.in

## INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/20-21/01

Date: 4<sup>th</sup> July 2020

### Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 4 July 2020	
Name of the Facilitator: Dr. Deepika M P		Time: 1 PM -1:30 PM	
Meeting type: Scheduled / <del>Unscheduled</del>		Venue/Mode: Online	
Attendees	Designation	Department	Signature
Dr. Deepika M P	IQAC Head		
Mrs. Vinila M L	Assistant Professor	AE	
Mr. Vishnu	Assistant Professor	ME	
Mrs. Ganga Devi T R	Associate Professor	BSH	
Mr. Eldho Mathew	Assistant Professor	ME	
Mrs. Prameela	Assistant Professor	ECE	
Mrs. Divya V Chandran	Assistant Professor	ECE	
Mrs. Nayana J	Assistant Professor	EEE	
Mrs. Simi M S	Assistant Professor	CSE	
Mrs. Divya K S	Assistant Professor	CSE	
Mrs. Chithra C J	Assistant Professor	CE	
Mrs. Lekha	Asso Professor	MBA	

Deliberations	
<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Schedule of internal audit.</li> <li>2. Regarding next semester classes</li> <li>3. NBA reaccreditation work progress</li> <li>4. Placement Training</li> <li>5. Any other matters</li> </ol>	
<p><b><u>Discussions</u></b></p> <ol style="list-style-type: none"> <li>1. Discussed about the schedule of internal audit and decided to conduct the audit on 14 and 15 th of July</li> <li>2. Decided to provide Placement training for all semesters by placement training department               <ol style="list-style-type: none"> <li>a. Attendance of students attending placement training is monitored</li> <li>b. Detailed schedules of technical and coding tests for students are shared.</li> <li>c. Placement training should be informed to parents.</li> <li>d. Detailed design/productive output for design projects should be there as it will help the students in placement drive.</li> </ol> </li> <li>3. S8 sessionals for both theory and project must be ready by June 12th</li> <li>4. Next semester classes will commence by August 3rd and classes will be in online mode.</li> <li>5. First year tutors and coordinators need to attend a workshop organized by AICTE. Concerned staff need to register for the same on the website .</li> <li>6. CSE department is organizing an international conference on 15th and 16 th of July and selected papers will be published in scopus indexed journals</li> </ol>	

Prepared & Issued by  
Prof : Deepika M P, IQAC Head

Date: 05/07/21

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# Adi Shankara

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ASIET/IQAC/2020.1

Date: 25 JULY 2020

### Action Taken Report

Name of the meeting: IQAC Meeting	Date: July 04, 2020
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Sl. No	Discussions	Action Taken
1	Internal audit	Scheduled and Conducted internal audit on 14 <sup>th</sup> and 15 <sup>th</sup> of July
2	Placement training for all semesters	Placement training scheduled to all semesters during regular class hours.
3	Workshop organized by AICTE.	First year tutors and coordinators were advised to attend the workshop organized by AICTE
4	CSE department - International conference	Organized on 15 <sup>th</sup> and 16 <sup>th</sup> of July.



IQAC, ASIET

IQAC

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### INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/20-21/02

Date: 13<sup>th</sup> September 2020

#### Minutes of the Meeting

<b>Name of the meeting:</b> IQAC Coordinators Meeting		<b>Date:</b> 13 <sup>th</sup> September 2020	
<b>Name of the Facilitator:</b> Dr. Deepika M P		<b>Time:</b> 2:30 PM -3:30 PM	
<b>Meeting type:</b> Scheduled / <del>Unscheduled</del>		<b>Venue:</b> Conducted online through Google meet	
Attendees	Designation	Department	Signature
Dr. Deepika M P	IQAC Head		
Mrs. Vinila M L	Assistant Professor	AE	
Mr. Vishnu	Assistant Professor	ME	
Mrs. Ganga Devi T R	Associate Professor	BSH	
Mr. Eldho Mathew	Assistant Professor	ME	
Mrs. Prameela	Assistant Professor	ECE	
Mrs. Divya V Chandran	Assistant Professor	ECE	
Mrs. Nayana J	Assistant Professor	EEE	
Mrs. Simi M S	Assistant Professor	CSE	
Mrs. Divya K S	Assistant Professor	CSE	
Mrs. Chithra C J	Assistant Professor	CE	
Mrs. Lekha	Asso Professor	MBA	
Deliberations			
<b>Agenda:</b> <ol style="list-style-type: none"><li>1. Webinar on NEP 2020</li><li>2. Conduct of S8 end Semester Examination</li><li>3. Registration for odd semesters.</li><li>4. Virtual lab</li><li>5. College timings</li></ol>			

## Discussions

1. The meeting began with a warm note of appreciation to the Adi Shankara Business School Team headed by Dr. Anitha Thomas for Securing 84% pass for T2 MBA
2. S8 online End semester exam is scheduled from 10th August 2020 to 17th August 2020
3. 10/08/2020- Core paper1
4. 12/08/2020-core paper2
5. 14/08/2020-department Elective
6. 17/08/2020-global elective
7. Exam platform is platform-Linways
8. Time : 2hour 15 minutes:
9. Faculty to prepare two question papers for 100 marks as per the pattern prescribed in KTU curriculum and submit for scrutiny. All HODs to submit the question papers, scheme of valuation and valued facing sheet to the Principal after the exam.
10. The Principal office will send a common message to all students regarding the commencement of the new semester. This should be followed by a message from department HOD regarding the registration.
11. Department should plan the effective conduct of theory and lab in google class room. Faculty should plan the CDM of their subject accordingly. Faculty should conduct interactive classes based on active learning pedagogies.
12. Conduct of passing out ceremony: may be conducted after the end semester exam
13. First year coordinator to plan on the induction program for 2020-2024, S1 students.
14. The meeting decided to utilize the available virtual lab for current semester lab conduct and use prerecorded videos for other labs.
15. Virtual Lab nodal center charge, Mrs Gomathy, HOD,EEE, discussed different provisions to avail the facility of v lab. She instructed all HOD s to contact her in need of any help in this regard
16. Decided to allot a session for gate awareness by TIME for S5 and S7.
17. In order to facilitate the smooth conduct of university examinations, the college timing is changed to 9.00am to 4.45 pm with effect from 28th September. (Two days per week)
18. Discussed about NEP 2020 webinar scheduled on 23rd September 2020, Platform : Google Meet
19. Coordinators :Dr. Preeti Nair , SSC and Dr. Deepika M P, ASIET
20. Live streaming on You tube channel will be monitored by Prof Prasad, Brochure and program chart will be prepared by Dr. Deepika M P.

Prepared by

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Issued by: Prof : Dr.Deepika M P., IQAC Head

Date: 13/09/20

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ASIET/IQAC/2020.2

Date: 25 Sept 2020

### Action Taken Report

Name of the meeting: IQAC Meeting	Date: Sept 13, 2020
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Sl. No	Discussions	Action Taken
1	NEP 2020 webinar	Conducted on 23 <sup>rd</sup> september. Platform :Google Meet
2	End semester exam status	Online End semester exam conducted online in linways
3	Pasing out ceremony of final year students	Conducted passing out ceremony of final year students
4	Virtual lab and use prerecorded videos	Utilized virtual labs for S4 and S6 labs. Videos shared



  
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### INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/20-21/03

Date: 18<sup>th</sup> November 2020

#### Minutes of the Meeting

Name of the meeting: IQAC Coordinators Meeting		Date: 18 <sup>th</sup> November 2020	
Name of the Facilitator: Dr. Deepika M P		Time: 2:30 PM -3:30 PM	
Meeting type: Scheduled / <del>Unscheduled</del>		Venue: Board Room	
Attendees	Designation	Department	Signature
Dr. Deepika M P	IQAC Head		
Mrs. Vinila M L	Assistant Professor	AE	
Mr. Vishnu	Assistant Professor	ME	
Mrs. Ganga Devi T R	Associate Professor	BSH	
Mr. Eldho Mathew	Assistant Professor	ME	
Mrs. Prameela	Assistant Professor	ECE	
Mrs. Divya V Chandran	Assistant Professor	ECE	
Mrs. Nayana J	Assistant Professor	EEE	
Mrs. Simi M S	Assistant Professor	CSE	
Mrs. Divya K S	Assistant Professor	CSE	
Mrs. Chithra C J	Assistant Professor	CE	
Mrs. Lekha	Asso Professor	MBA	
Deliberations			
<b>Agenda:</b> <ol style="list-style-type: none"><li>1. Constitution of Academic Monitoring Team.</li><li>2. Discussion of Strategies to improve result</li><li>3. Status update and discussion on NBA Reaccreditation work</li><li>4. Conduct of Internal Assessment 2</li><li>5. Plan for next semester</li></ol>			



### Discussions

1. Discussed about the constitution of academic monitoring team to
  - a. Monitor activities of S7, S5, S3 and first year
  - b. To coordinate all the academic activities to improve the results
  - c. To monitor and mentor average and below average students so that they can secure good marks.
  - d. To mentor good students to score more and get placed in reputed companies
2. The team will have a member from each department
3. Dr.Deepika.M.P will coordinate the higher semester and Sreepriya.S will coordinate the first year. The central coordinators will collect the data of all detail information of each and every student and find out tough subject's. Average and below average students, subject wise and semester wise. This filtered data needs to be handed over to the Principal at the earliest. Coordinators shall arrange the training sessions, remedial classes for these students. The coordinators will take the responsibility of results of these students. Coordinators shall work in coordination with HODS and IQAC and report to the principal. Academic activities, quality of QP, conduct of IA examination in coordination with Exam cell also comes under the purview of coordinators
4. Decided to prepare the compliance report and submit the same for checking.  
Prof R.Rajaram, HOD CS & AI and NBA Coordinator instructed all accredited department HODS to share the document list and faculty list allotted for each criteria today itself  
Prof R.Rajaram will share a schedule for the criteria presentation scheduled for the first week of November
5. Department can conduct contact remedial class as well as preparatory class for weak students (10 students at a time in each department) to face the supplementary exam
6. Internal Assessment 2 will be online starting from 23rd November to 25th November, two exams per day. Minor exam for S3 scheduled on 26th November 2020.  
The Central Exam cell will share centralized Exam invigilation duty.  
The Department Exam cell shall share one google meet id for each class.  
Centralized Exam cell will share the guidelines for invigilators  
HODs should inform parents and students regarding the conduct of Internal assessment 2.  
Following the suggestion from the Academic monitoring committee, the conduct of internal examination will be centralized hereafter.
7. For the first year, the order of subjects for internal examination will be shuffled. The details of the timetable will be finalized later.
8. Decided to publish the academic calendar of the department in class notice board (when offline class starts). The dates of assignments, internal exams, project and seminar submissions etc should be frozen and included in the calendar  
Discussed the implementation of uniform dress for all semesters. Various suggestions like different tags, different colour stickers to identify department and semester.  
Handbook to be prepared and handed over to students by January first week. Soft copy may be shared to parents also.

Prepared &  
Issued by: Prof : Dr.Deepika M P, IQAC Head

Date: 18/11/20



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ASIET/IQAC/2020.3

Date: 25 Nov 2020

### Action Taken Report

Name of the meeting: IQAC Meeting	Date: Nov 18, 2020
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Sl. No	Discussions	Action Taken
1	Discussed about the constitution of academic monitoring team	Academic monitoring team constituted with a member from each department
2	Compliance report	Compliance report prepared by each department and verified
3	Strategies to improve result	Conducted remedial class as well as exam preparatory sessions for weak students to face the supplementary exam
4	Activities under IIC	Departments initiated different activities to improve the rating



  
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### INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/20-21/04

Date: 11<sup>th</sup> January 2021

#### Minutes of the Meeting

<b>Name of the meeting:</b> IQAC Coordinators Meeting		<b>Date:</b> 11 <sup>th</sup> January 2021	
<b>Name of the Facilitator:</b> Dr. Deepika M P		<b>Time:</b> 1:30 PM -2:30 PM	
<b>Meeting type:</b> Scheduled / <del>Unscheduled</del>		<b>Venue:</b> Online Google Meet	
Attendees	Designation	Department	Signature
Dr. Deepika M P	IQAC Head		
Mrs. Vinila M L	Assistant Professor	AE	
Mr. Vishnu	Assistant Professor	ME	
Mrs. Ganga Devi T R	Associate Professor	BSH	
Mr. Eldho Mathew	Assistant Professor	ME	
Mrs. Prameela	Assistant Professor	ECE	
Mrs. Divya V Chandran	Assistant Professor	ECE	
Mrs. Nayana J	Assistant Professor	EEE	
Mrs. Simi M S	Assistant Professor	CSE	
Mrs. Divya K S	Assistant Professor	CSE	
Mrs. Chithra C J	Assistant Professor	CE	
Mrs. Lekha	Assoc Professor	M BA	
Deliberations			
<b>Agenda:</b> <ol style="list-style-type: none"><li>1. KTU external audit</li><li>2. Internal IQAC audit</li><li>3. Conduct of S3 Contact Class</li><li>4. Conduct of S1 Second Internal Assessment Test (offline Mode)</li></ol>			

### Discussions

1. Discussed about the preparedness of External KTU audit which is scheduled on 9<sup>th</sup> and 10<sup>th</sup> of Feb 2021.  
Audit closure will be taking place on 15<sup>th</sup> Feb 2021 after reviewing corrections suggested.
2. Decided to conduct internal IQAC audit on 28 and 29 of Jan
3. S3 contact classes will be starting from Feb 8<sup>th</sup> to Feb 20<sup>th</sup> including Saturdays as per KTU Order
4. Following split-up is decided for S7 Sessional  
Series 1 marks out of 15  
Series 2 marks out of 15  
Series 3 marks out of 10 and  
Assignment out of 10
5. Second Internal test is scheduled from 22/2/2021 to 26/2/2021 in the AN session. Classes of respective subjects to be conducted in the FN session.

Prepared by:

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Issued by: Prof : Dr.Deepika M P, IQAC Head

Date: 11/01/21

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ASIET/IQAC/2020.4

Date: 31 Jan 2021

### Action Taken Report

Name of the meeting: IQAC Meeting	Date: Jan 11, 2021
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Sl. No	Discussions	Action Taken
1	Conduct of internal IQAC audit	Conducted internal IQAC audit on 28 <sup>th</sup> and 29 <sup>th</sup> of Jan
2	External KTU audit	Scheduled external audit on 9 <sup>th</sup> and 10 <sup>th</sup> of Feb 2021. All were advised to get prepared.
3	Split up- S7 sessionals	Finalized S7 sessional with the new splitup and informed all depts.



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### INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/20-21/05

Date: 1<sup>st</sup> March 2021

#### Minutes of the Meeting

<b>Name of the meeting:</b> IQAC Coordinators Meeting		<b>Date:</b> 1 <sup>st</sup> March 2021	
<b>Name of the Facilitator:</b> Dr. Deepika M P		<b>Time:</b> 1:30 PM -2:30 PM	
<b>Meeting type:</b> Scheduled / <del>Unscheduled</del>		<b>Venue:</b> Online Google Meet	
Attendees	Designation	Department	Signature
Dr. Deepika M P	IQAC Head		
Mrs. Vinila M L	Assistant Professor	AE	
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Mrs. Divya V Chandran	Assistant Professor	ECE	
Mrs. Nayana J	Assistant Professor	EEE	
Mrs. Simi M S	Assistant Professor	CSE	
Mrs. Divya K S	Assistant Professor	CSE	
Mrs. Chithra C J	Assistant Professor	CE	
Mrs. Lekha	Asso Professor	MBA	

Deliberations	
<b>Agenda:</b> <ol style="list-style-type: none"><li>1. Commencement of S8 classes</li><li>2. Finalization of global electives</li><li>3. CDM preparation of final year subjects</li></ol>	
<b>Discussions</b> <ol style="list-style-type: none"><li>1. S8 classes commence on 17th March. IQAC head insisted on a close monitoring of the classes and the preparations</li><li>2. CDMs are to be prepared and approved well in advance of the classes. Depts may plan accordingly.</li><li>3. Global electives are to be finalized based on the request from students. Availability of faculty with sufficient expertise also needs to be considered before that.</li></ol>	

Prepared by:

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Issued by: Prof : Dr. Deepika M P., IQAC Head

Date: 01/03/21

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ASIET/IQAC/2020.5

Date: 25 Mar 2021

### Action Taken Report

Name of the meeting: IQAC Meeting	Date: Mar 04, 2021
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Sl. No	Discussions	Action Taken
1	Commencement of S8 classes and registration	S8 classes commenced on 17 <sup>th</sup> March and student registration completed on 17 <sup>th</sup> itself
2	S8 Global elective subjects	Finalized the global elective subjects of S8
3	Preparatory audit of final year subjects	Preparatory audit conducted on May 14th



  
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### INTERNAL QUALITY ASSURANCE CELL

ASIET/IQAC/20-21/06

Date: 17<sup>th</sup> May 2021

#### Minutes of the Meeting

<b>Name of the meeting:</b> IQAC Coordinators Meeting		<b>Date:</b> 17 <sup>th</sup> May 2021	
<b>Name of the Facilitator:</b> Dr. Deepika M P		<b>Time:</b> 1:30 PM -2:30 PM	
<b>Meeting type:</b> Scheduled / <del>Unscheduled</del>		<b>Venue:</b> Online Google Meet	
Attendees	Designation	Department	Signature
Dr. Deepika M P	IQAC Head		
Mrs. Vinila M L	Assistant Professor	AE	
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Mrs. Divya K S	Assistant Professor	CSE	
Mrs. Chithra C J	Assistant Professor	CE	
Mrs. Lekha	Asso Professor	M BA	
Deliberations			
<b>Agenda:</b>			
<ol style="list-style-type: none"> <li>1. NBA reaccreditation</li> <li>2. NAAC SSR preparation</li> <li>3. Effectiveness of online classes.</li> <li>4. Conduct of internal online exams</li> </ol>			
<b>Discussions</b>			
<ol style="list-style-type: none"> <li>1. Discussed about the progress of NBA reaccreditation works.</li> <li>2. Analyzed NAAC SSR Criteria wise work progress.</li> <li>3. Discussed about the effectiveness of Online classes</li> <li>4. Decided to conduct internal online exam in linways</li> </ol>			

Prepared by:

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Issued by: Prof : Dr. Deepika M P, IQAC Head

Date: 17/05/21

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ASIET/IQAC/2020.6

Date: 30 May 2021

### Action Taken Report

Name of the meeting: IQAC Meeting	Date: May 17, 2021
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Sl. No	Discussions	Action Taken
1	Progress of NBA reaccreditation works.	Analysed and gave suggestions NBA and NAAC coordinators for improvements
2	Analyzed NAAC SSR Criteria wise work progress.	
3	Effectiveness of Online classes	Decided to make online classes effective by including more activities
	Conduct of internal exam	Decided to conduct internal exam in google meet



  
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