

## Action Taken Report

**Meeting Date:** 10.11.2022

**Time:** 12:00 PM

**Venue:** Principal's Room

### Members Present:

1. Dr. Syam Prakash, Principal
2. Dr. Jayasudha J S, Dean Academic
3. Dr. R Ajith, Dean Infrastructure
4. Dr. Soniya B, HOD-CS
5. Prof. Anoop Kumar S, HOD-Mechanical
6. Dr. G Mohan, Professor, Mechanical
7. Dr. Sheeja M K, HOD-Electronics
8. Dr. Subu Surendran, Professor, CSE
9. Dr. Sabu V R, Associate Professor, Dept. of Mechanical
10. Prof. Susmitha Kumari, Assistant Professor, BT
11. Prof. Anne Lawrence, Assistant Professor, BT

### Actions Taken:

1. **External Audit:**
  - **Decision:** Conduct external audit on 16/11/2022.
  - **Action Taken:** The external audit was successfully conducted on 16/11/2022.
2. **Implementation Status of Accreditation Reforms:**
  - **Decision:** Discuss the implementation status of the suggestions given by the accreditation reforms committee in each department.
  - **Action Taken:** Each department reviewed and reported on the implementation status of the suggestions. Necessary adjustments and improvements were made based on the feedback.
3. **Formation of DQAC:**
  - **Decision:** Form DQAC (Department Quality Assurance Cell) compulsory in all departments.
  - **Action Taken:** DQACs were established in all departments to ensure continuous quality improvement.
4. **Awareness Session on CO-PO Mapping:**
  - **Decision:** Conduct an awareness session on CO-PO mapping by Dr. G Mohan for all faculty members.
  - **Action Taken:** An awareness session on CO-PO mapping was conducted by Dr. G Mohan, attended by all faculty members.

**Coordinator:**  
IQAC