



Minutes and Action taken report of IQAC meeting 30.03.2021				
Sl.No	Details of Discussion	Target date	Action	Remarks
1	Placement activities		Institution level / Department level	Reviewed the placements done through department
2.	Online class effectiveness		Department level	Google forms should be collected from students from time to time regarding the effectiveness of the online class
3.	IQAC initiatives for online class monitoring	Immediate effect	Department level	HoDs to conduct biweekly audit as pe the following format <a href="https://docs.google.com/forms/d/e/1FAIpQLSeFx5OvgYWGdkXZcpHT1OoYj8LKn4OateoxJ4dbx1DHC00fbA/viewform?usp=sf_link">https://docs.google.com/forms/d/e/1FAIpQLSeFx5OvgYWGdkXZcpHT1OoYj8LKn4OateoxJ4dbx1DHC00fbA/viewform?usp=sf_link</a> IQAC coordinator to form a team to conduct peer observation of online recorded classes (3 classes per semester per branch per week)
4.	Student engagement activities		Department level	HoDs are requested to conduct programs for students so as to engage them in cocurricular activities.
5.	IQAC Workshops / Seminars		IQAC	Planned to conduct more number of quality initiative based workshops and seminars for teaching and no-teaching staffs