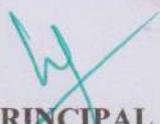


Action Taken Report

Sl.N o	Minutes	Action Taken Report
1	<p>Agenda 1: Academic Plan of the year</p> <p>All activities of the department have to be planned as per academic calendar. The lab manuals, course files also to be kept ready for audit at the beginning of the semester. HoD ME pointed out that some lab equipments are not there as per syllabus. The Management insisted to submit request for the same. The requests can be submitted at the earliest and it will be provided after completing the necessary formalities.</p> <p>HoDs to ensure that all lab equipments are in order and in working condition.</p>	<p>As decided in the meeting, the lab manuals, course files etc were kept ready for the audit. The departments concerned submitted the lab equipment requirements, the repair, maintenance works, and all the arrangements were done before the Onam holidays.</p>
2	<p>Agenda 2: New courses</p> <p>The new courses ie) CSE (DS) and Robotics and Artificial Intelligence (R & AI) are starting from this year. The HoDs concerned can submit the requirements for the departments if anything is left out. The Management has insisted to have all the requirements on time.</p>	<p>The new courses requirements were provided as per requested.</p>
3	<p>Agenda 3: Subject Allocation</p> <p>The subject allocation of and timetable to be finalized.</p> <p>The allocation should be done carefully. The tough subjects can be handled by the senior faculty members including first year classes.</p>	<p>The subject allocation was done as decided.</p>
4	<p>Agenda 4: Internships & Projects</p> <p>The Internships/ projects should be planned in such a way to get placement in core companies. The topics should be selected accordingly. The final year students' project report will be checked by Principal.</p> <p>Journal publication is mandatory by the students .</p>	<p>The internships were selected by the respective HoDs in association with our Industrialists and approved by IIC were carried out properly.</p> <p>Principal verified the final year student project reports.</p> <p>All final year students published journals and submitted the proof .</p>



5	<p>Agenda 5: Industrial Visits</p> <p>HoDs can plan IV in the core company in which student can gain more knowledge. The IV should be according the laws governed by the University and DTE and all guidelines should be followed. Submission should be done well in advance.</p>	<p>The Industries were selected carefully. All the relevant documents were submitted to DTE and the students were permitted to go for visit after getting the permission from the industries concerned.</p>
6	<p>Agenda 6 : Placements</p> <p>Placements should be improved. Suitable training has to be provided for students. Some training companies have approached us and we have to select them carefully.</p>	<p>About 95 % of the students were placed in companies. Technical training and group discussion training also were provided to the students.</p>
7	<p>Agenda 7: Discipline</p> <p>Discipline should be maintained properly. It is the duty of HoDs to monitor regularly.</p>	<p>There were no disciplinary issues reported.</p>
8	<p>Agenda 8 : General Matters</p> <p>The communication should be in English only in the campus. Through this, the students will acquire skills which will help them in getting good placements.</p>	<p>The training was provided to the students. Most of the students could achieve good placements.</p>


PRINCIPAL

c.c.:
President
General Secretary
Academic Chairman
All HODs
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