INTERNAL QUALITY ASSURANCE CELL
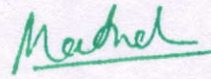
Action Taken Report 2016-17

Sl No.	Date	Agenda	Decisions/Action Taken
1.	20/07/2016	• Approval of Academic Calendar • Presentation of Departmental Activities during Jan-Jun 2016 • NBA Accreditation Process • Approval of Value Added Courses • Feedback questions for faculty/students/alumni/ employer • Inter department project competition • Internal Audit • Any other matter permitted by the chair.	The academic calendar and internal examination schedule were prepared and distributed to teachers and students. Budget allocation to different departments for the year is completed. List of Faculty Development Programs planned for Jul – Dec 2016 by different departments is approved. List and Curriculum of Value added courses is approved and distributed to students. Questions for feedback is revisited and approved. Internal academic audit of the Departments is conducted on 26.08.2016 & 27.08.2016. The internal auditors prepared the evaluation report and submitted it to IQAC for corrective action & further process improvement. The report is shared with the stakeholders for discussion and corrective actions. Decided to conduct Inter department project competition named "Innovate MACE 2017" in the month of March 2017.
2.	12.12.2016	• Approval of Academic Calendar. • Presentation of Departmental Activities during Jun-Dec 2016. • Student Projects, Internships. • Approval of Value Added Courses	The academic calendar and internal examination schedule were prepared and distributed to teachers and students. Department coordinators were assigned to find projects and papers for Techfest & Ketcon. Initiatives were taken to sign MOU's with industries.

			Decided to complete evaluation of final year B.Tech projects on or before 31.03.2017
			A Co-ordinator is appointed for Start-up & Incubation.
			Decided to conduct Inter department project competition "MACE Innovate" in May second week.
			Curriculum and syllabus of value-added courses submitted and approved.
			Faculty Development Programs were conducted in association with CERD, KSCSTE and ISTE.

Dr. Biju B
IQAC Coordinator

Dr. MATHEW K.
Principal
Mar Athanasius College of Engineering
Kothamangalam, Kerala - 686 666