

**KMEA ENGINEERING COLLEGE**  
**IQAC**  
**ACTION TAKEN REPORT**

<b>Subject: ACTION TAKEN REPORT -01</b>	
<b>Date of issue: 16/1/23</b>	
<b>To: Principal</b>	
<b>CC: Members</b>	
<b>Ref: COMM/IQAC(C)/ATR-01</b>	<b>Pages: 2</b>

ACTION NO	DESCRIPTION OF ACTION	ACTION BY	TARGET DATE	STATUS
01.3	Preparation of schedule for presentation of core entities	Dr. Bijesh Paul	16/1/23	Closed
01.4	MOR for each entity	(Dr.) Shyla C.K	30 <sup>th</sup> of each Month	Open
01.5	Progress of preparation for NBA Visit	Dr. Smitha K.M	NBA Visit schedule	Open
01.5	Uploading of AQAR for NAAC	(Dr) Shyla C.K	25/2/23	Open
01.6	Minutes & ATR of meeting-1.	Dr. Bijesh Paul	16/1/23	Closed

  
Coordinator

**KMEA ENGINEERING COLLEGE**  
**IQAC**  
**ACTION TAKEN REPORT**

**Subject: ACTION TAKEN REPORT -02**

**Date of issue: 18/1/23**

**To: Principal**

**CC: Members**

**Ref: COMM/IQAC(C)/ATR-02**

**Pages:2**

ACTION NO	DESCRIPTION OF ACTION	ACTION BY	TARGET DATE	STATUS
02.1	Conduction of curriculum analysis	Dr. Remya V.K	Feb 2023	Open
02.2	Work load allocation	Dr. Bijesh Paul	Feb 2023	Open
02.3	Time Table	(Dr) Shyla C.K	Feb 2023	Open
02.4	Instructional Resource Preparation	Dr Sajith T.A	Feb 2023	Open
02.5	Presentation of action plan of NSS & CGPU	Dr. Bijesh Paul	18/1/23	Closed

  
Coordinator

**KMEA ENGINEERING COLLEGE**  
**IQAC**  
**ACTION TAKEN REPORT**

**Subject: ACTION TAKEN REPORT -03**

**Date of issue: 19/1/23**


**To: Principal**

**CC: Members**

**Ref: COMM/IQAC(C)/ATR-03**

**Pages: 5**

ACTION NO	DESCRIPTION OF ACTION	ACTION BY	TARGET DATE	STATUS
03.2	Constitution of External cell	Prof Aju Philip	19/1/23	Closed
02.2	Formation of placement conduction cell	Dr. Reena	19/1/23	Closed
02.2	Formation of Training cell	(Dr) Veena K.V	19/1/23	Closed
02.4	Proposal for Placement cell	Dr. Bijesh Paul	19/1/23	Closed

  
Coordinator



**KMEA ENGINEERING COLLEGE**  
**IQAC**  
**ACTION TAKEN REPORT**

**Subject: ACTION TAKEN REPORT -04**

**Date of issue: 20/1/23**

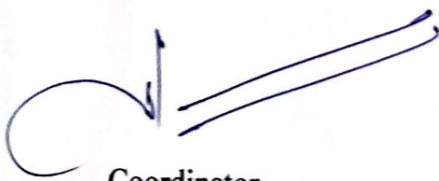
**To: Principal**

**CC: Members**

**Ref: COMM/IQAC(C)/ATR-04**

**Pages: 1**

ACTION NO	DESCRIPTION OF ACTION	ACTION BY	TARGET DATE	STATUS
04.1	NBA Accreditation of all departments	Dr. Smitha	March 2023	Open
04.2	AQAR Submission	Dr. Bijesh	Feb 2023	Open
04.3	Collection & submission of data for NIRF Ranking	Dr. Smitha	As per NIRF deadline	Open
04.3	Application for Funding	Dr. Smitha	Throughout Semester	Open
04.3	Signing of different types of MOUs	Dr. Sajith	Throughout Semester	Open
04.3	Institutional Memberships	Dr. Biji	Throughout Semester	Open
04.3	Autonomy	Dr. Reena	2024	Open
04.3	Patents	Dr. Ajay (S.I)	June 2023	Open



Coordinator

# KMEA ENGINEERING COLLEGE

## IQAC

### ACTION TAKEN REPORT

Subject: ACTION TAKEN REPORT - Consolidated  
 Date of issue: 8-2-23  
 To: Principal  
 CC: Members  
 Ref: COMM/IQAC(C)/ATR-Consolidated

Pages: 2

ACTION NO	DESCRIPTION OF ACTION	ACTION BY	TARGET DATE	STATUS
01.3	Preparation of schedule for presentation of core entities	Dr. Bijesh Paul	16/1/23	Closed
01.4	MOR for each entity	(Dr.) Shyla C.K	30 <sup>th</sup> of each Month	Open
01.5	Progress of preparation for NBA Visit	Dr. Smitha K.M	NBA Visit schedule	Open
01.5	Uploading of AQAR for NAAC	(Dr) Shyla C.K	25/2/23	Open → 22/2/23
01.6	Minutes & ATR of meeting-1.	Dr. Bijesh Paul	16/1/23	Closed

ACTION NO	DESCRIPTION OF ACTION	ACTION BY	TARGET DATE	STATUS
02.1	Conduction of curriculum analysis	Dr. Remya V.K	Feb 2023	Open
02.2	Work load allocation	Dr. Bijesh Paul	Feb 2023	Open
02.3	Time Table	(Dr) Shyla C.K	Feb 2023	Open
02.4	Instructional Resource Preparation	Dr Sajith T.A	Feb 2023	Open
02.5	Presentation of action plan of NSS & CGPU	Dr. Bijesh Paul	18/1/23	Closed

ACTION NO	DESCRIPTION OF ACTION	ACTION BY	TARGET DATE	STATUS
03.2	Constitution of External cell	Prof Aju Philip	19/1/23	Closed
03.2	Formation of placement conduction cell	Dr. Reena	19/1/23	Closed
03.2	Formation of Training cell	(Dr) Veena K.V	19/1/23	Closed
03.4	Proposal for Placement cell	Dr. Bijesh Paul	19/1/23	Closed

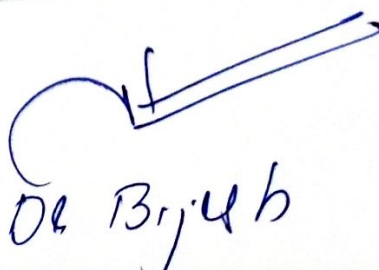
ACTION NO	DESCRIPTION OF ACTION	ACTION BY	TARGET DATE	STATUS
04.1	NBA Accreditation of all departments	Dr. Smitha	March 2023	Open



04.2	AQAR Submission			
04.3	Collection & submission of data for NIRF Ranking	Dr. Bijesh Dr. Smitha	Feb 2023 As per NIRF deadline	Open Open
04.3	Application for Funding			
04.3	Signing of different types of MOUs	Dr. Smitha	Throughout Semester	Open
04.3	Institutional Memberships	Dr. Sajith	Throughout Semester	Open
04.3	Autonomy	Dr. Biji	Throughout Semester	Open
04.3	Patents	Dr. Reena	2024	Open
		Dr. Ajay (S.I)	June 2023	Open

ACTION NO	DESCRIPTION OF ACTION	ACTION BY	TARGET DATE	STATUS
05.1	Review of activities of Pain & Palliative care unit	Committee	24/1/23	Closed
05.2	Presentation of activities for next semester	Prof Raji	24/1/23	Closed
05.3	Formation of Pain & Palliative units at 5 nearby schools & acting as mentor unit for the same	Prof Raji & Rasiya	Next semester	Open

ACTION NO	DESCRIPTION OF ACTION	ACTION BY	TARGET DATE	STATUS
06.1	Review of activities of Women Forum during previous semester	Committee	30/1/23	Closed
06.1	Presentation of activities of Women forum for next semester	Prof Bushra	30/1/23	Closed
06.2	Committee suggested more programs for upcoming semester	Prof Bushra	Next semester	Open
06.3	Review of activities of KRCC during previous semester	Dr. Smitha	30/1/23	Closed
06.3	Presentation of activities of KRCC during next semester	Dr. Smitha	30/1/23	Closed
06.4	Committee suggested to give targets to departments & Faculties, regarding Publications, Funded projects, Consultancy, Utilization of Research labs, No of PhD students, No of Guides & Society & Industry driven student Projects.	Dr. Smitha	Next Semester	Open

  
Dr. Bijesh



# KMEA ENGINEERING COLLEGE

## IQAC

### ACTION TAKEN REPORT

**Subject:** ACTION TAKEN REPORT - MARCH

**Date of issue:** 20/3/23

**To:** Principal

**CC:** Members

**Ref:** COMM/IQAC(C)/ATR-ACADEMICS

and other activities

Pages: 1

ACTION NO	DESCRIPTION OF ACTION	ACTION BY	TARGET DATE	STATUS
1.	A core committee for academics was formed comprising of Dr Bijesh, Dr. Remya & Dr. Biji	Dr. Bijesh	18/3/23	Closed
2.	Core Committee for NAAC Accreditation was formed comprising of Dr Bijesh & Prof Shaila	Dr. Bijesh	18/3/23	Closed
3.	Core Committee for NBA Accreditation was formed comprising of Dr Smitha & Prof Shaila	Dr Smitha	18/3/23	Closed
4.	Core Committee consisting of Dr Smitha, Dr. Bijesh, Dr. Hidayathullah, (Dr.) Veena & (Dr.) Shaila for NIRF ranking was formed	Dr Smitha	18/3/23	Closed
5	Administration & Admission in charge	Prof Veena	18/3/23	Closed
6	A core research committee comprising of Dean Research, Dr. Sajith, Dr. Biji & Dr. Hidayathullah was constituted	Dr Sajith	18/3/23	Closed
7.	Student & Staff affairs initiatives	Dr. Reena	18/3/23	Closed
8.	Placement & Higher learning initiatives	Prof Veena & Dr Reena	18/3/23	Closed
9	Innovation & Start up related activities	Dr Sangeetha	18/3/23	Closed
10	Documentation & Monthly outcome Reports	Prof Shaila	18/3/23	Closed

Coordinator

*Dr. Bijesh Paul*

**KMEA ENGINEERING COLLEGE**  
**IQAC**  
**ACTION TAKEN REPORT**

<b>Subject:</b> ACTION TAKEN REPORT - MARCH	
<b>Date of issue:</b> 11/4/23	
<b>To:</b> Principal	
<b>CC:</b> Members	
<b>Ref:</b> COMM/IQAC(C)/ATR-April 2023	<b>Pages:</b> 1

ACTION NO	DESCRIPTION OF ACTION	ACTION BY	TARGET DATE	STATUS
1.	Action plan for tech fest-2023	Prof Veena	28 <sup>th</sup> & 29 <sup>th</sup> April	Open
2.	Strategic plan for Admission 2023	Prof Veena	August-2023	Open

Coordinator

*Dr Bijuk Paul*

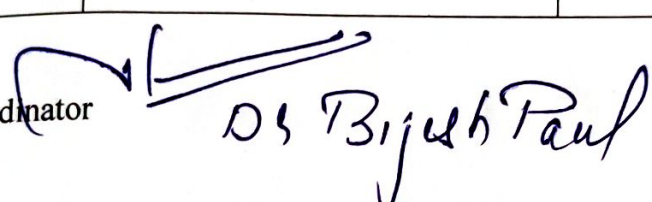


**KMEA ENGINEERING COLLEGE**  
**IQAC**  
**ACTION TAKEN REPORT**

<b>Subject: ACTION TAKEN REPORT -MARCH</b>	
<b>Date of issue: 29/5/23</b>	
<b>To: Principal</b>	
<b>CC: Members</b>	
<b>Ref: COMM/IQAC(C)/ATR-May 2023</b>	<b>Pages: 1</b>

ACTION NO	DESCRIPTION OF ACTION	ACTION BY	TARGET DATE	STATUS
1.	Conduction of Tech Fest	Prof Veena	28 <sup>th</sup> & 29 <sup>th</sup> April	Closed
2.	Status of Admission 2023	Prof Veena	August-2023	Open

Coordinator

  
Dr. Bijesh Paul

**KMEA ENGINEERING COLLEGE**  
**IQAC**  
**ACTION TAKEN REPORT**

**Subject: ACTION TAKEN REPORT -MARCH**

**Date of issue: 23/6/23**

**To: Principal**


**CC: Members**

**Ref: COMM/IQAC(C)/ATR-June 2023**

**Pages: 1**

ACTION NO	DESCRIPTION OF ACTION	ACTION BY	TARGET DATE	STATUS
1.	Conduction of Convocation 2023	Prof Reena	20 <sup>th</sup> June	Closed
2.	Conduction of placement drive	Prof Veena	15 <sup>th</sup> June	Closed
3.	Status of Admission 2023	Prof Veena	August-2023	Open
4.	Status of KTU Audit	Dr. Bijesh	July 2023	Open

Coordinator

  
Dr. Bijesh Paul