11.06.2020	
SL NO	**ACTION TAKEN**
1	HOD's of each department divided the staffs into groups and assigned seven criteria's among them
2	Moreover, IQAC coordinator assigned an assistant to each group from non teaching faculty members in order to collect and file documents related to NAAC
3	HOD's reported daily progress of NAAC works to IQAC

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	10.07.2020	
SLNO	**ACTION TAKEN**	
1	Auditing of NAAC e-files completed for all departments related to NAAC visit by IQAC members	
2	Compliance report was given to departments and instructed to complete pending work soon	

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17.07.2020	
SLNO	**ACTION TAKEN**
1	NAAC coordinators submitted compliance report of e-documents before final audit
2	Departments were instructed to collect as many proofs related to data given in SAR report
3	Departments started reporting their daily NAAC work progress to department IQAC coordinator as per the instructions from IQAC

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4.11.2020	
SL NO	**ACTION TAKEN**
1	KTU Internal academic audit is completed under the supervision of IQAC
2	Audit schedule and audit procedure was based on KTU manual by IQAC under the guidance of overall dean academics Ms Amrutha Chemmannur
3	Department specific documents updated in AMS and FMS and feedbacks were taken from students about effectiveness of online classes and analysis carried out by IQAC

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06.11.2020	
SLNO	**ACTION TAKEN**
1	After KTU e audit, completion status were given to departments and instructed to complete every pending files and report to the KTU audit coordinator
2	All institute specific documents were scrutinized and updated by IQAC and KTU coordinators as per KTU manual.

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30.11.2020	
SLNO	**ACTION TAKEN**
1	All the department HOD,s reported completion status of department NAAC presentations
2	IQAC coordinator verified each presentations and suggestions given for improvement
3	All teaching faculty members and students were given an awareness on various statutory bodies by IQAC

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01.12.2020	
SLNO	**ACTION TAKEN**
1	Art and Craft club is formed to improve students artistic talents under guidance of Mr Praveen KP (AP/EEE) as guided by IQAC
2	Art and craft club coordinators planned various activities and reported to IQAC

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SLNO	ACTION TAKEN
	04.12.2020
1	Mrs Asheera L overall coordinator of Student Induction Program is in charge of e-SIP for the academic year
2.	Webinar conducted on a topic "National Education Policy 2020" by Mr Jayakumar IAS ex-chief secretary, and ex-vice chancellor Malayalam university

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