

**Enclosure-1**  
**SVRI'S COLLEGE OF ENGINEERING, PANDHARPUR**  
**Action Taken Report**  
**of**  
**Internal Quality Assurance Meeting dated 28/02/2021**

Item No.	Item	Resolutions/ Action Points	Responsibility given to	Action Taken
1.	Confirmation of the Minutes of the last meeting.	The minutes of the last meeting held on 29/11/2020 were read and confirmed unanimously.	Dean Admin.	----
2.	About Action Taken Report on resolutions passed in the last meeting.	The meeting took note of the action taken report and expressed satisfaction wherever the actions are completed. The committee informed the concerned to take rigorous follow-up and complete the tasks as early as possible where actions related to items are in progress.	Dean Admin.	----
3.	About Plan of activities for Semester-II of A.Y.2020-2021.	Meeting took the note and it was resolved unanimously as follows; 1) Teachers should provide necessary study materials to the students.	<b>All HODs</b>	As per the reports received from all HODs, teachers are providing study materials to the students on regular basis.

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		2) Teachers should daily updated teaching dairy.	All HODs	Teachers are daily updating teaching dairy & maintaining information.																		
		3) Regular tests be conducted and performance should be sent to the parents.	All HODs	Tests are being conducted on regular basis as per the details given below: <table border="1" data-bbox="1031 725 1422 1408"> <thead> <tr> <th data-bbox="1038 725 1286 781">Department</th> <th data-bbox="1286 725 1414 781">Tests</th> </tr> </thead> <tbody> <tr> <td data-bbox="1038 781 1286 898">Electronics and Telecommunication Engineering</td> <td data-bbox="1286 781 1414 898">143</td> </tr> <tr> <td data-bbox="1038 898 1286 983">Computer Science and Engineering</td> <td data-bbox="1286 898 1414 983">117</td> </tr> <tr> <td data-bbox="1038 983 1286 1068">Mechanical Engineering</td> <td data-bbox="1286 983 1414 1068">127</td> </tr> <tr> <td data-bbox="1038 1068 1286 1126">Civil Engineering</td> <td data-bbox="1286 1068 1414 1126">58</td> </tr> <tr> <td data-bbox="1038 1126 1286 1211">Electrical Engineering</td> <td data-bbox="1286 1126 1414 1211">39</td> </tr> <tr> <td data-bbox="1038 1211 1286 1296">Master of Business Administration</td> <td data-bbox="1286 1211 1414 1296">04</td> </tr> <tr> <td data-bbox="1038 1296 1286 1355">First Year (B Tech.)</td> <td data-bbox="1286 1296 1414 1355">42</td> </tr> <tr> <td data-bbox="1038 1355 1286 1408"><b>Total</b></td> <td data-bbox="1286 1355 1414 1408"><b>530</b></td> </tr> </tbody> </table>	Department	Tests	Electronics and Telecommunication Engineering	143	Computer Science and Engineering	117	Mechanical Engineering	127	Civil Engineering	58	Electrical Engineering	39	Master of Business Administration	04	First Year (B Tech.)	42	<b>Total</b>	<b>530</b>
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		4) Record of online practical's, Online Guest/Expert Lectures, Project dairy, etc. should be maintained by concerned teachers.	All HODs	Record is being maintained by concerned teachers in respect of online practical's, Online Guest/Expert Lectures, Project dairy, etc.																		