



TEAM IQAC

ACTION TAKEN REPORT- COMM/IQAC(T)/07

(Based on the action items listed at the previous meeting held on 28/01/2022 from 12:20 pm-1:00 pm at IQAC Room, First Floor, PG Center)

Action No.					
COMM/IQAC(T)/07_2. 1	NIRF presentation with administration	NIRF Coordinator & Team IQAC	Meeting with director and Principal was conducted	1 st week of February	Closed
COMM/IQAC(T)/07_2. 2	NIRF submission	NIRF Coordinator & Team IQAC	NIRF was submitted on 10 th February	2 nd week of February	Closed
COMM/IQAC(T)/07_2. 3	Policy documents for NAAC	Team IQAC	Policy documents have been framed and vetted	3 rd week of February	Closed
COMM/IQAC(T)/07_2. 4	Status of activities conducted by clubs/cells/professional bodies	Team IQAC	Status report from the clubs/cells/professional bodies have been collected	3 rd week of February	Closed
COMM/IQAC(T)/07_2. 5	Study of workload allocation	Team IQAC	A study of the workload allocation was conducted and the anomalies found and suggestions for corrective actions were communicated	4 th week of February	Closed
COMM/IQAC(T)/07_2. 6	Reminder on Research ID creation	Joint Secretary (Research)	A reminder mail was sent regarding this	2 nd week of February	Closed
COMM/IQAC(T)/07_2. 7	Internal audits	Joint Secretary (Audit)	Audits were carried out from 17-19 th of February	3 rd week of February	Closed

Prepared By: Dr. Susan Dominic | Prepared Date: 25 | 2 | 22

Joint Secretary
(Administration)