



## TEAM IQAC ACTION TAKEN REPORT- COMM/IQAC(T)/11

(Based on the action items listed at the previous meeting held on 27/05/2022 from 12:30 pm-1:00 pm at IQAC Room, First Floor, PG Center)

Action No.	Action item description	Action by	Description	Target date	Status
COMM/IQAC(T)/11_2.1	DSR file structure finalisation	Team IQAC	DSR structure finalisation and vetting	<del>4<sup>th</sup> week of June</del> 3 <sup>rd</sup> week of July	In Progress
COMM/IQAC(T)/ 11_2.2	Audit of course files, HoD files & Class Teacher files	Team IQAC	Internal audit was completed	1 <sup>st</sup> week of June	Closed
COMM/IQAC(T)/ 11_2.3	Prepare audit report	Team IQAC	Audit report with files produced and observations to be submitted to Principal	<del>2<sup>nd</sup> week of June</del> 1 <sup>st</sup> week of July	In Progress
COMM/IQAC(T)/ 11_2.4	RSMS audit & associated activities	Team IQAC	Audit of all RSMS features completed	2 <sup>nd</sup> week of June	Closed
COMM/IQAC(T)/ 11_2.5	DMR automation in RSMS	Team IQAC & Software team	Data required for DMR to be retrieved from RSMS	<del>3<sup>rd</sup> week of June</del> 1 <sup>st</sup> week of August	In Progress
COMM/IQAC(T)/ 11_2.6	2021-22 RSET activity report preparation	Team IQAC	Consolidation of all activities conducted in the academic year	<del>4<sup>th</sup> week of June</del> 4 <sup>th</sup> week of July	In Progress
COMM/IQAC(T)/ 11_2.7	Preparation of autonomy report due in July	Team IQAC	Report to be prepared for submission in July	<del>4<sup>th</sup> week of June</del> 2 <sup>nd</sup> week of July	In Progress
COMM/IQAC(T)/ 11_2.8	Audit of general files	Team IQAC	Conduct the audit of general files in departments	<del>4<sup>th</sup> week of June</del> 4 <sup>th</sup> week of July	In Progress

Prepared By: Dr. Susan Dominic	Prepared Date: 29-06-2022	Reviewed By: Ms. Liza Annie Joseph
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