TEAM IQAC
ACTION TAKEN REPORT- COMM/IQAC(T)/21

(Based on the action items listed at the previous meeting held on 31/03/2023 from 12:30 pm-1:00 pm at IQAC Room, First Floor, PG Centre)

Action No.	Action item description	Action by	Target date	Status
COMM/IQAC(T)/21_2	RSET Staff Exit Feedback	Joint Secretary (Course)	First week of April	Closed
COMM/IQAC(T)/21_3	Syllabus Feedback 2021	Joint Secretary (Course)	First week of April	Closed
COMM/IQAC(T)/21_4	Asst. HoD group mail id Updation	Team IQAC & Software Team	First week of April	Closed
COMM/IQAC(T)/21_5	Research IDs	Joint Secretary (Research)	First week of April	Closed
COMM/IQAC(T)/21_6	Review meetings with IQAC	Team IQAC	First week of April	Closed
COMM/IQAC(T)/21_7	Creation of Common RSMS ID for IQAC Data Management	Team IQAC	Second week of April	Closed
COMM/IQAC(T)/21_8	Minor Modifications in RSMS	Team IQAC	Second week of April	Closed
COMM/IQAC(T)/21_9	Data Collection - Honor/Minor & Add on Course	Joint Secretary (Course)	Third week of April	Closed
COMM/IQAC(T)/21_10	RSMS updation weekly Meeting	Team IQAC	Third week of April	Closed
COMM/IQAC(T)/21_11	Re-audit of Course file/ Classteacher file/ HoD file	Joint Secretary (Audit)	Third week of April	Closed
COMM/IQAC(T)/21_12	IQAC online suggestion box in RSMS	Team IQAC	Last week of April	Closed
COMM/IQAC(T)/21_13	Conduct of mentoring/student activity hour	Joint Secretary (Extracurricular))	Last week of April	Closed
COMM/IQAC(T)/21_14	RSET Club Presentation	Team IQAC, Student Council & Club incharges	Last week of April	Closed

Prepared By: Dr. Ragin Ramdas M.	**Prepared Date: 31-03-2023**	**Reviewed By: Ms. Liza Annie Joseph**