

## TEAM IQAC

### ACTION TAKEN REPORT- COMM/IQAC(T)/08

(Based on the action items listed at the previous meeting held on 25/02/2022 from 12:20 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)/08_2.1	Semester Plan and Academic Calendar	Joint Secretary (Administration)	Prepared, vetted & circulated	1 <sup>st</sup> week of March	Closed
COMM/IQAC(T)/08_2.2	Follow up on Research ID details	Joint Secretary (Research)	Department-wise list of defaulters prepared & sent	1 <sup>st</sup> week of March	Closed
COMM/IQAC(T)/08_2.3	Request ICC and Gender Equity Cell regarding Women's Day celebration	Team IQAC	Request mail sent	1 <sup>st</sup> week of March	Closed
COMM/IQAC(T)/08_2.4	Workshop on Research ID creation	Team IQAC	Workshop conducted on 19 <sup>th</sup> March	3 <sup>rd</sup> week of March	Closed
COMM/IQAC(T)/08_2.5	AQAR vetting with NAAC Coordinator	Team IQAC & NAAC Coordinator	Vetting carried out from 15 <sup>th</sup> - 19 <sup>th</sup> March	3 <sup>rd</sup> week of March	Closed
COMM/IQAC(T)/08_2.6	Student Internship Committee Reconstitution	Team IQAC	Reconstituted on 15 <sup>th</sup> March	3 <sup>rd</sup> week of March	Closed
COMM/IQAC(T)/08_2.7	Student Internship Policy	Student Internship Committee	Received on 24 <sup>th</sup> March	4 <sup>th</sup> week of March	Closed
COMM/IQAC(T)/08_2.8	Guidelines for S8 Main Project	Team IQAC	Circulated on 16 <sup>th</sup> March	3 <sup>rd</sup> week of March	Closed
COMM/IQAC(T)/08_2.9	Audited statement of accounts	Team IQAC & Accounts	Requested on 16 <sup>th</sup> March	2 <sup>nd</sup> week of March	Closed
COMM/IQAC(T)/08_2.10	Request for IT Policy	Website Team	Received on 23 <sup>rd</sup> March	2 <sup>nd</sup> week of March	Closed
COMM/IQAC(T)/08_2.11	RSET Organogram	Team IQAC & Administration	Prepared and forwarded for vetting	3 <sup>rd</sup> week of March	Closed
COMM/IQAC(T)/08_2.12	RSET Newsletter	Team IQAC	Started work on the RSET Newsletter	2 <sup>nd</sup> week of March 2 <sup>nd</sup> week of April	In Progress

COMM/IQAC(T)/08_2.13	Mock Audit for DCE	Team IQAC & Mock Audit Team	Team constituted on 31 <sup>st</sup> March	5 <sup>th</sup> week of March	Open
COMM/IQAC(T)/08_2.14	Update the IQAC & Student Council tabs in website	Website Team	Details updated in the website	3 <sup>rd</sup> week of March	Open

Prepared By: Dr. Susan Dominic	Prepared Date: 24 / 3 / 22
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Joint Secretary  
 Administration