

## TEAM IQAC ACTION TAKEN REPORT- COMM/IQAC(T)/10

(Based on the action items listed at the previous meeting held on 29/04/2022 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)/10_3.1	Collect & consolidate the club and professional bodies' activities for last 3 years	Team IQAC & club and cell in-charges	Collected & consolidated the activity files	1 <sup>st</sup> week of May	Closed
COMM/IQAC(T)/ 10_3.2	Collect and print corrected SARs from departments	Team IQAC & department NBA coordinators	Collected and printed the SARs collected from the departments	1 <sup>st</sup> week of May	Closed
COMM/IQAC(T)/ 10_3.3	Collect files of academic & administrative bodies	Team IQAC & file-in-charges	Collected & consolidated the activity files	1 <sup>st</sup> week of May	Closed
COMM/IQAC(T)/ 10_3.4	Collect Programme Specific Budget Allocation and Utilization File	Team IQAC & HoDs	Collect Programme Specific Budget Allocation and Utilization File from the departments	1 <sup>st</sup> week of May	Closed
COMM/IQAC(T)/ 10_3.5	Collect the documents related to the internet service provided	Team IQAC & Software team	Collected the documents related to the internet service	1 <sup>st</sup> week of May	Closed
COMM/IQAC(T)/ 10_3.6	Collect feedback analysis from departments	Team IQAC & feedback in-charges	Collected the feedback analysis from departments	1 <sup>st</sup> week of May	Closed
COMM/IQAC(T)/ 10_3.7	Collect the files related to conferences and various college level annual events	Team IQAC & file-in-charges	Collected the files related to conferences and various college level annual events	1 <sup>st</sup> week of May	Closed
COMM/IQAC(T)/ 10_3.8	Collect samples of mentoring books and mentoring reports	Team IQAC & Mentoring in-charges of departments	Collected & consolidated the mentoring books and reports from the departments	1 <sup>st</sup> week of May	Closed
COMM/IQAC(T)/ 10_3.9	Create a sitemap and update in the website	Team IQAC	Sitemap was created & uploaded in the website	1 <sup>st</sup> week of May	Closed
COMM/IQAC(T)/ 10_3.10	Consolidate the data regarding the MoUs signed and update in website	Team IQAC	The MoUs signed by the college were collected from the office & details updated in the website	1 <sup>st</sup> week of May	Closed

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Prepared Date: 26/5/22

Joint Secretary  
(Administration)