

TEAM IQAC ACTION TAKEN REPORT- COMM/IQAC(T)/14

(Based on the action items listed at the previous meeting held on 31/08/2022 from 12:30 pm-1:00 pm at IQAC Room, First Floor, PG Centre)

Action No.	Action item description	Action by	Description	Target date	Status
COMM/IQAC(T)/14_2	List of faculty members to be sent for faculty induction by KTU	Team IQAC & Principal	The list of faculty members for the faculty induction programme has been sent by the Principal	1 st week of September	Closed
COMM/IQAC(T)/14_3	Submit for ARIIA 2022	Team IQAC	Submitted on 2 nd September	1 st week of September	Closed
COMM/IQAC(T)/14_4	Audit of Course, Class teacher and HoD files for even semester	Team IQAC	Audit completed	15 th -22 nd September	Closed
COMM/IQAC(T)/14_5	Revised workload guidelines for 2022-23	Team IQAC	The revised workload for 2022-23 was sent on 22 nd September	3 rd week of September	Closed
COMM/IQAC(T)/14_6	Event features to be updated in RSMS	Team IQAC & Software team	Even features updated on 22 nd September	3 rd week of September	Closed
COMM/IQAC(T)/14_7	Meeting with REXA team	IQAC Coordinator, Secretary, Joint Secretary (Examination)	Meeting postponed to 2 nd week of November	4 th week of September 2 nd week of November	In Progress
COMM/IQAC(T)/14_8	Consolidation of monthly report	Joint Secretary (Documentation)	Consolidated monthly reports sent to departments on 27 th September	4 th week of September	Closed
COMM/IQAC(T)/14_9	Index for RSMS	Team IQAC & software team	Index list of RSMS sent to the software team and made available in RSMS on 30 th September	4 th week of September	Closed
COMM/IQAC(T)/14_10	Plan for the academic retreat in October	Team IQAC	Work on the planning for academic retreat started	4 th week of September	Closed

Prepared By: Dr. Susan Dominic

Prepared Date: 30-09-2022

Reviewed By: Ms. Liza Annie Joseph