

## TEAM IQAC ACTION TAKEN REPORT- COMM/IQAC(T)/20

(Based on the action items listed at the previous meeting held on 24/02/2023 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)/20_2	Follow up on Student Information and Activity Planned for RSET Clubs	Joint Secretary (Extracurricular)	First week of March	Closed
COMM/IQAC(T)/20_3	Consolidation of feedback response on curriculum 2023	Joint Secretary (Course)	First week of March	Closed
COMM/IQAC(T)/20_4	RSMS updation	Team IQAC	First week of March	Closed
COMM/IQAC(T)/20_5	Collection of Data for Week survey 2023	Nodal Officer & Team IQAC	First week of March	Closed
COMM/IQAC(T)/20_6	Drafting of feedback forms -Faculty Exit & Syllabus 2021	Joint Secretary (Course)	First week of March	Closed
COMM/IQAC(T)/20_7	Submission of The Week - Hansa Research Survey	Nodal Officer & Team IQAC	Second week of March	Closed
COMM/IQAC(T)/20_8	Research ID creation for newly joined faculty	Joint Secretary (Research)	18 <sup>th</sup> March 2023	Closed
COMM/IQAC(T)/20_9	Second Internal Audit	Joint Secretary (Audit) & Team IQAC	27-31 March 2023	Closed
COMM/IQAC(T)/20_10	Preparation of List of Major Events from October 28 2022- till date for GB meeting	Team IQAC	28 <sup>th</sup> March 2023	Closed
COMM/IQAC(T)/20_11	Discussion on Reconstitution of Team IQAC	Higher Authority & Team IQAC	Last week of march	Closed

<b>Prepared By: Dr. Ragin Ramdas M.</b>	<b>Prepared Date: 24-02-2023</b>	<b>Reviewed By: Ms. Liza Annie Joseph</b>
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