

TEAM IQAC ACTION TAKEN REPORT- COMM/IQAC(T)/23

(Based on the action items listed at the previous meeting held on 26/05/2023 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)/23_2	IQAC office assistant	Team IQAC & Higher Authority	First week of June	Closed
COMM/IQAC(T)/23_3	RSMS Updation	Team IQAC	First week of June	Closed
COMM/IQAC(T)/23_4	Departmental Office Assistance	Team IQAC	First week of June	Closed
COMM/IQAC(T)/23_5	Attendance marking	Joint Secretary (Course & Examination)	First week of June	Closed
COMM/IQAC(T)/23_6	Conduct of future events	Joint Secretary (Extracurricular)	Second week of June	Closed
COMM/IQAC(T)/23_7	IIC & Kapila Portal	Team IQAC	Second week of June	Closed
COMM/IQAC(T)/23_8	Internal Audit	Joint Secretary (Audit)	Second & Third week of June	Closed
COMM/IQAC(T)/23_9	Feedback on Mentoring from Faculty	Team IQAC	Third week of June	Closed
COMM/IQAC(T)/23_10	NBA and NAAC preparations	Team IQAC	Third week of June	Closed
COMM/IQAC(T)/23_11	Distinguished Lecture Series	CETA, DMA& Team IQAC	Last week of June	Closed

Prepared By: Dr. Ragin Ramdas M.	Prepared Date: 26-05-2023	Reviewed By: Ms. Liza Annie Joseph
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