

TEAM IQAC

ACTION TAKEN REPORT- COMM/IQAC(T)/09

(Based on the action items listed at the previous meeting held on 25/03/2022 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)/09_2.1	AQAR for 2020-21 uploading	Team IQAC	AQAR for 2020-21 uploaded on 2 nd April	1 st week of April	Closed
COMM/IQAC(T)/09_2.2	Schedule for mock NBA audit of Civil department	Team IQAC	Schedule prepared and circulated	1 st week of April	Closed
COMM/IQAC(T)/09_2.3	Mock NBA audit of Civil department	Team IQAC & Senior faculty from various departments	Mock audit was conducted on 6 th and 7 th of April and an audit report was handed over to the department	1 st week of April	Closed
COMM/IQAC(T)/09_2.4	List of redundant/obsolete entries in college website	Website Committee	Received the list on 7 th of April	1 st week of April	Closed
COMM/IQAC(T)/09_2.5	Organogram of RSET	Team IQAC	The final version of the organogram was approved after a vetting process	2nd week of April 4 th week of April	Closed
COMM/IQAC(T)/09_2.6	Semester Plan and Academic Calendar for B.Tech S6	Joint Secretary (Administration)	Semester plan and academic calendar for S6 prepared and circulated on 12 th April	2 nd week of April	Closed
COMM/IQAC(T)/09_2.7	Guidelines for conducting comprehensive coursework for S6 B.Tech	Team IQAC	Vetted guidelines were circulated in the departments on 12 th April	2 nd week of April	Closed
COMM/IQAC(T)/09_2.8	Publishing of audit schedule	Joint Secretary (Audit)	The audit schedule was published in RSMS on 13 th April but postponed to June due to NBA visit	2 nd week of April	Closed
COMM/IQAC(T)/09_2.9	Data for AICTE approval process	Team IQAC	Required data was provided	3 rd week of April	Closed
COMM/IQAC(T)/09_2.10	Strategic Plan of RSET	Team IQAC	Started work on the strategic plan but postponed due to NBA visit	4th week of April 4 th week of June	In Progress

Prepared By: Dr. Susan Dominic	Prepared Date: 28	4	22
--------------------------------	-------------------	---	----

Joint Secretary
(Administration)