TEAM IQAC
ACTION TAKEN REPORT- COMM/IQAC(T)/15

(Based on the action items listed at the previous meeting held on 30/09/2022 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)/15_2.1	Prepare schedule and document formats	Team IQAC	Curriculum workshop & retreat schedule prepared- format for collecting common courses, minors/honors/certificate courses	1st week of October	Open
COMM/IQAC(T)/15_2.2	Arrange the venues and refereshments	Team IQAC	Venues and refreshments arranged	1st week of October	Open
COMM/IQAC(T)/15_2.3	Contact resource persons, arrange transit and stay	Team IQAC	Resource persons contacted, stay and transit arranged	1st week of October	Open
COMM/IQAC(T)/15_2.4	Send strategic plan to departments	Team IQAC	Strategic plan sent to department HoDs to plan for 2022-2027	1st week of October	Open
COMM/IQAC(T)/15_2.5	Collecte list of newly joined faculty members and PhD holders of 2020-22	Team IQAC	List collected and verified with Office	1st week of October	Open
COMM/IQAC(T)/15_3	First Internal Audits of S7 B.Tech & S3 M.Tech	Team IQAC	Audits completed	4th week of October	Open
COMM/IQAC(T)/15_4	Academic Handbook 2023 & Parents' Information Guide	Joint Secretary (Documentation)	Academic Handbook and parents' information guide printed and distributed on 31st October during Deeksharambham	2nd week of October	Open

Prepared By: Dr. Susan Dominic	Prepared Date: 31-10-2022	Reviewed By: Ms. Liza Annie Joseph