

Minutes and Action taken report of IQAC

<b>Topic: IQAC Meeting</b>		<b>Date and Time:</b> 14/06/2023, 12.10 PM	<b>Venue: Board room</b>
<b>Action Taken report on Previous meeting</b>			
<b>Previous meeting date: 29 March 2023</b>			
SL No	Details of discussions	Action taken	
1	Department IQAC members are entrusted to collect feedback from their departments and same will be discussed in the IQAC meeting for the action.	Pending	
2	During Timetable preparation, tough courses shall be allotted based on the preferences of the faculty	Informed TT Coordinator and will be incorporated from next semester.	
3	Raw data of feedback is required for NBA and NAAC. Details shall be incorporated in ERP	Solved	
4	It is proposed to circulate a google form for entering the details of rejected internal exam question papers	Shared	
5	IQAC proposes to conduct special booster class for slow learners in C	Completed	
6	A language lab with AI Capability is proposed	Pending	
7	Departments are requested to take additional responsibility to invite Core companies for placements.	Pending	

14 June 2023 meeting minutes

SL No	Details of discussions	Target Date	Action	Remarks
1	For Internal audit, following files will be verified 1. Previous semester (2022-23 ODD Sem) course files completed in all respect (Including attainment sheet (From Spaneos) for the semester for which the results came) in hard copy. 2. Semester 8 Course files (2022-23 Even sem) in Hard Copy 3. Current Semester Course files (Except sem 8) may be kept in hard/soft copy. 4. Academic files A, B, C, and D files are in hard copy.	20 June 2023	All staff	-
2	All the certificates issued to students shall be traceable with QR Code.	-	Program Coordinator and/or IQAC	-
3	The IQAC Department coordinators have suggested the implementation of departmental file rooms.	-	Principal	-
4	IQAC has recommended the establishment of a dedicated office with dedicated staff.	-	Principal	-