



### **Action taken report on the meetings for the year 2022-2023**

1. The deliberation on the streamlining of the process of data collection for the AQAR report was suggested.
  - The collection of the data was streamlined. The data collection was done by sending Google excel sheets and documents to Teacher in charges of each department, account section, administration section and various committees of the college.
2. In the subsequent meetings of IQAC the proposal to conduct a Faculty Development programme in collaboration with Ramanujan college was proposed. Some of the proposed topics for the FDP were Research methodology, SPSS, Python, R-software, AI in Education, E-content development.
  - One week FDP on ‘‘Research Paper Writing’ was organized by the IHE in collaboration with Ramanujan college during 8-14 July 2023. The Programme was self-paced. Faculty members from various colleges participated in the program.
3. IQAC suggested an academic administration audit of the college.
  - Feedback from various stakeholders regarding the AAA audit was taken and the feedback analysis was done to improve the teaching learning and institution functioning.
4. It was discussed in the meeting to hold international and national days celebration in the college by various college committees and departments. At least two days by each department were proposed.
  - The celebration of the days was observed by most of the departments.
5. It was discussed in the meeting of IQAC to conduct a session on the Service Rules for the staff and other capacity building programs.
  - The IQAC will conduct a session on service rules in 2023-2024 for the staff along with other workshops on digital literacy, GEM etc.