



### **Action taken report on the meetings - 2024-2025**

#### **1. Planning and Organizing workshop on Waste management, GEM & Excel for Staff.**

The workshops were organized on 18<sup>th</sup> and 19<sup>th</sup> June, 2024 for skill enhancement of staff and to sensitize them towards better management of waste to protect the environment.

#### **2. Review and finalizing Plan of Action for academic session 2024-25.**

The Plan of Action was finalized and uploaded on the website.

#### **3. Guidelines for the request by the students for issuing of LOR to be prepared.**

The guidelines were developed with incorporation of suggestions by the Director and is being uploaded on the website.

#### **4. Preparation for NAAC Peer Team Visit (Distribution of work among different NAAC committees, presentation preparation, reporting of the plan and work done).**

Various committees work as per the schedule for the upcoming NAAC peer team visit in the month of July, 2024. NAAC Peer team visited as per the plan and the Institute received A++ grade for its well preparedness, creative activities and the presentation of the work done.

#### **5. Analysis of Result for academic audit.**

Some departments did internal result analysis but complete analysis is being carried out.

#### **6. College alumni account and PAN no. has to be created.**

It was decided that no separate bank account is required for the purpose. Pan no. has been obtained.

#### **7. Plan to prepare report and suggestions of NAAC PEER team.**

A report based upon the feedback and suggestions of PTV was prepared to decide the future course of action to improve the functioning of institute and teacher learning process.

#### **8. Suggestions were made to streamline the conduct of remedial classes, process of collecting the data of pass out students and revision of the google forms for collecting the feedback from different stakeholders. Remedial classes should be termed as enrichment classes as suggested by external members of IQAC committee. Proper internship records to be maintained by the Departments.**

Every department planned to conduct the remedial classes and kept the record. It was mentioned in the staff council that remedial classes would be termed as enrichment classes.

A google form was created for collection of data from pass out students and link was shared with the administrative staff and TICs.

Feedback forms for various stakeholders were revised and reviewed by one of the senior faculty. Feedback was taken and the analysis of feedback was done to improve the teaching learning and institution functioning.

Departments have been advised to keep the proper record of the internships done by the students.



9. **It was discussed in the meeting that Guidelines for short term courses to be prepared and short-term courses should be planned by each department. Also, it was decided to hold trainings/workshops and other capacity building program on themes like IPR, writing research proposals and financial management of projects, leave rules awareness, systematic reviews, pension scheme etc. by IQAC and various college committees and departments.**

The guidelines for conducting short term courses have been prepared.  
Some of departments have conducted the short-term courses for UG students.  
Most of the workshops and training pgm. planned By IQAC could be organised.

10. **Work was distributed among IQAC members for preparation of AQAR and meeting with AO, Department TICs and committee convenors.**

TICs, Committee conveners and AO were conveyed the requirements for AQAR compilation.

11. **As suggested by IQAC committee to prepare digital wall of eminence, it was decided in the meeting of IQAC that alumni committee should be involved in preparing this.**

Alumni committee has been informed and have initiated action thereupon.

12. **Proposal to be sent to NAAC for organizing workshop on new criteria for AQAR.**

The proposal has been sent.

13. **ATR to be prepared on feedback responses.**

ATR was prepared and reviewed.

14. **The research methodology workshop to be planned for semester VI students who are going to semester VII.**

Workshop was planned and organized for UG students from 16th June to 20<sup>th</sup> June 2025.