

**IQAC ACTION TAKEN REPORT 2018-2019**



28<sup>th</sup> June 2018

Subject: Action Taken on IQAC Meeting Minutes 22/06/2018

Respected Members,

Following the IQAC meeting held on 22/06/2018, The following summarizes the actions taken on each agenda item:

Agenda:

- Revaluation of present position
- NAAC new guidelines
- Academic audit

Summary of Discussions and Decisions: NAAC Information Sharing: Fr. Saje shared insights from a discussion with an NAAC member, emphasizing the importance of leveraging our current strengths and aiming for a rating of 3.5 and above for various advantages.

Quantification and Evidence in Academic Audit:

Dr. Joy emphasized the need for detailed, quantified data with proper evidence for the academic audit. Stressing it as a continuous process, she highlighted the importance of keeping all information up-to-date.

Leaders and Teams for NAAC Criteria:

Dr. Joy proposed having 7 leaders, one for each of the 7 NAAC criteria, with each leader supported by 5 members. Departments were assigned criteria as follows:

Criteria 1: Curricular Aspects - Commerce Department

Criteria 2: Teaching Learning Evaluation - Computer Science Department

Criteria 3: Research Consultancy and Extension - Management

Criteria 4: Infrastructure and Learning Resource - Language

Criteria 5: Student Support and Preparation - Computer Science Department

Criteria 6: Government Leadership and Management - HM

Criteria 7: Innovations and Best Practices - Department of Commerce





### **Naipunnnya Institute of Management and Information Technology**

Allocation of Criteria: It was decided that one reputable person from each department should be responsible for each criterion, forming a team for comprehensive coverage.

#### Team Formation:

Teams were allocated and formulated based on the seven criteria. Each team will work collaboratively to gather and compile data for their specific area.

#### Meetings and Reporting:

Dr. Joy advised that each team will hold regular meetings, reporting progress to her. Detailed information on data compilation in the respective areas is expected during these meetings.

Research Paper Requirement: It was recommended that each teacher contributes at least one research paper to the academic audit process.

Conclusion: Dr. Joy concluded the meeting by soliciting wholehearted cooperation from everyone towards the NAAC process. Cooperation is crucial for the success of the initiative.

Action Items: Each department should designate a reputable person for each NAAC criterion.

Teams are to be formed based on the allocation of criteria.

Teams should commence data compilation and meet regularly for progress reporting.

Each teacher should aim to produce at least one research paper.

Cooperation and active participation from all members are crucial for the success of the NAAC process.

#### Next Steps:

Teams to initiate data compilation and meet as scheduled.

Regular updates to be provided to Dr. Joy on progress.


Teachers to work on contributing research papers.

Ongoing cooperation and commitment from all members towards the NAAC process.

Sincerely,

  
IQAC Secretary



  
Principal

30th June 2019

Subject: Action Taken on IQAC Meeting Minutes (27 /07/2018)

Respected Members,

Following the IQAC meeting held on 27 /07/2018 ,The following actions have been taken in response to the minutes:

Feedback on NAAC Accreditation Training by Dr. Anne Mary Fernandez: A feedback session was conducted to evaluate the training conducted by Dr. Anne Mary Fernandez as a part of NAAC Accreditation. Opinions from all participants were gathered, and the feedback will be collated and shared for further improvement.

Report Formatting Guidelines:he need for a common format for the report, including font and font size, was discussed. It was decided to adopt a standardized format for consistency across all NAAC-related documents.

Program codes for each department were finalized:

Commerce: NCM

Management: NBS

Computer Science: NCS

HM: NHM

Language: NLA

Allocation of Common Programs:

Common programs were identified to be allocated to another person. The responsible individuals for these programs will be assigned to ensure efficient handling.

**Next Steps:**

Compile and analyze the feedback received on the NAAC Accreditation training for further improvement.

Adopt the agreed-upon standardized format for all NAAC-related reports.

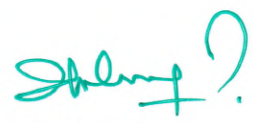
Disseminate the program codes to the respective departments.

Assign responsible individuals for the common programs identified.

Sincerely,

  
IQAC Secretary



  
Principal



20th August 2018

Subject: Action Taken on IQAC Meeting Minutes (14/08/2018)

Respected Members,

Following the IQAC meeting held on 14/08/2018, The following summarizes the actions taken on each agenda item:

**Frequency of Criteria Subcommittee Meetings:** It was recommended that the Criteria Subcommittee holds at least two meetings to address the challenges in compiling data. The emphasis was on individual responsibility for data compilation, with department members to be approached only when necessary.

**Data Compilation Difficulties:** Acknowledging the difficulty in compiling data, it was suggested that individuals with available data should take the initiative to compile it. Department members should be approached only if data is unavailable and needs to be collected.

**Video Recording of Functions:** Mr. Nijo proposed the idea of video recording all functions to serve as supportive evidence. This suggestion aims to enhance documentation and provide a comprehensive overview of the activities.

**Subcommittee Meeting Before Onam Vacation:** Dr. Joy stressed the importance of holding at least one subcommittee meeting before the Onam vacation, proposing August 20, 2018, as the suggested date.

**Priority for NAAC:** Dr. Joy reminded all members that giving priority to NAAC is essential for successful accreditation. Emphasized the need for commitment and proactive participation from all members.

**Challenges Faced:** Members shared concerns about the workload and time constraints, expressing difficulties in getting tasks done within the given time frame.

**Working on Saturdays:** A suggestion was made to designate Saturdays as working days for NAAC-related activities. It was recommended to discuss this proposal with the management for consideration.

**Action Items:** Schedule at least two Criteria Subcommittee meetings to address data compilation challenges.

Encourage individuals with available data to compile it; approach department members only when necessary.

Explore the feasibility of video recording functions for supportive evidence.



Confirm and schedule a subcommittee meeting before the Onam vacation, aiming for August 20, 2018.

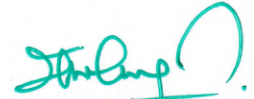
Reiterate the priority of NAAC and the commitment required from all members.

Discuss the possibility of designating Saturdays as working days for NAAC with the management.

Sincerely,



IQAC Secretary

  
Principal



10<sup>th</sup> September 2018

Subject: Action Taken on IQAC Meeting Minutes (06/09/2018)

Respected Members,

Following the IQAC meeting held on 06/09/2018, The following summarizes the actions taken on each agenda item:

Dr. Joy emphasized the importance of utilizing the current period of lower workload efficiently. Members were encouraged to make the most of the available time for NAAC-related tasks.

SSR Report Reference: The SSR report of St. Joseph's College, Moolamattom, was sent to all members via email for reference. Members were encouraged to review it for insights and guidance.

National Seminars on IPR: Dr. Joy suggested organizing National Seminars on Intellectual Property Rights (IPR), highlighting the relevance of the topic. Each department was urged to explore areas related to IPR within their domains.

Evidences for Outreach Programs: It was emphasized that any outreach program undertaken should have sufficient evidence to demonstrate its occurrence and impact.

Specific Objectives for Programs: Dr. Jacob proposed having specific objectives for each program to enhance clarity on the purpose and goals of the initiatives.

Formation of Governing Body and IQAC: Dr. Joy stressed the need to form a governing body promptly, with the creation of minutes for the same. The IQAC should also be reconstituted, including all necessary stakeholders.

Challenges in Data Compilation: Ms. Sonia Thomas highlighted challenges faced due to the lack of a proper system for data compilation.

Difficulty in Creating Evidences: Ms. Binju Saju expressed difficulties in creating evidence, especially in areas where no prior documentation is available.

Resolution Strategies: Mr. Nijo proposed various ways to resolve challenges faced in NAAC-related activities.

Teacher Involvement and Desire: Dr. Joy emphasized that progress depends on the desire and active involvement of the teachers.



**Naipunnya Institute of Management and Information Technology**

Criteria Leader Box Files: Dr. Jacob suggested providing each criteria leader with a box file for systematic updating and easy access to information related to their respective criteria.

Working Days for NAAC Work: Suggestions were made to consider designating holidays as working days for NAAC-related work.

Action Items: Utilize available time effectively for NAAC-related tasks.

Review the SSR report of St. Joseph's College, Moolamattom, for reference.

Explore the organization of National Seminars on IPR within each department.

Ensure sufficient evidence is created for any outreach programs.

Define specific objectives for each program to enhance clarity.

Promptly form the governing body and reconstitute the IQAC, involving all relevant stakeholders.

Address challenges in data compilation by working towards a more organized system.

Develop strategies to overcome difficulties in creating evidence for areas lacking prior documentation.

Encourage teacher involvement and active participation.

Provide criteria leaders with box files for systematic updating.

Consider the feasibility of designating holidays as working days for NAAC-related work.

Sincerely,

  
IQAC Secretary



  
Principal



25<sup>th</sup> September 2018

Subject: Action Taken on IQAC Meeting Minutes (19/09/2018)

Respected Members,

Following the IQAC meeting held on 19/09/2018, The following summarizes the actions taken on each agenda item:

Dr. Joy emphasized the significance of NAAC accreditation and highlighted the inevitability of pursuing it, especially considering the existence of SAAC at the state level.

Utilization of Proposed Saturdays: A request was forwarded to Fr. Saje to allocate proposed Saturdays for NAAC-related work, emphasizing the need for dedicated time.

Fr. Saje suggested setting deadlines for the completion of NAAC work to avoid delays:

November 1: Criteria leaders

November 15: Data consolidation

November 30: File uploading

Inclusion of Question Papers on Website: It was suggested to include screenshots of question papers on the website, with at least ten papers for each subject.

Discussion on NAAC Criteria:

Matters discussed included:

Code of conduct for teachers, governing body, and administration.

Organizational structure.

Service rules to be predicated as required.

National Seminar on IPR: A national seminar on IPR was proposed for every department, with the possibility of various formats such as workshops, seminars, or paper presentations. Departments were encouraged to complete the seminar-related paperwork by November.

E-Content Arrangement: Each department was advised to arrange E-content involving students, assigning topics for a 10-minute presentation. Lists of students and topics were to be prepared by each department.

**Naipunnnya Institute of Management and Information Technology**

Recreation of Meeting Minutes: Dr. Joy informed that minutes need to be recreated for every NAAC-related matter. Data Request Process: Fr. Saje offered to provide data for any matter requiring it if the request is submitted in writing.

**Submission Deadlines:**

Submission of Excel sheets: October 10

Submission of all reports: October 25

**Departmental Audit Dates:**

Department of CS: October 30

Department of Commerce: October 31

Department of HM: November 5

MBA Department: November 7

Department of Languages: November 1

Final Audit: November 14

Sincerely,



IQAC Secretary



Principal



10<sup>th</sup> October 2018

Subject: Action Taken on IQAC Meeting Minutes (04/10//2018)

Respected Members,

Following the IQAC meeting held on 04/10//2018, The following summarizes the actions taken on each agenda item:

The initiation of E-content preparations involving students and teachers was discussed, with an emphasis on relevance and quality.

Code of Ethics for Plagiarism:

Dr. Jacob informed about the completion of the code of ethics for plagiarism, aligning with criteria 3, which holds significance for accreditation.

Modification of Teacher Code of Conduct:

It was noted that some points in the teacher code of conduct needed modification, particularly regarding teacher workload.

Status Update on Criteria Work: The status of work for different criteria was discussed, providing an overview of progress made until the last Saturday.

Recreation of IQAC Minutes: The recreation of IQAC minutes was announced, with specific consultation dates assigned for each criteria leader with Dr. Joy.

Recreation of Minutes Process: Dr. Joy emphasized the importance of recreating minutes from 2014 onwards, suggesting effective methods for documenting decisions, objectives, evaluations, and club details.

Practical Difficulties and Scanning Assistance: Dr. Joy inquired about practical difficulties in scanning or obtaining data. Ms. Maria's assistance was offered for scanning if required.

Program and Course Outcome Preparation: Ms. Bindu highlighted the need for assistance in preparing program outcomes and course outcomes, stating that additional support is required for completion.

Scanning of Seminar and Workshop Details: Each department was assigned specific dates for scanning details of seminars and workshops attended:

Dept. of HM: Monday

Dept. of Commerce: Tuesday

Dept. of CS: Wednesday

MBA Dept: Thursday

Dept. of Languages: Friday

Sincerely,



IQAC Secretary



Principal



30<sup>th</sup> October 2018

Subject: Action Taken on IQAC Meeting Minutes (22/10/2018 )

Respected Members,

Following the IQAC meeting held on 22/10/2018, The following summarizes the actions taken on each agenda item:

Dr. Joy emphasized that the institution is in the last stage towards NAAC accreditation, underscoring the critical phase in the process.

Recreation of Minutes: It was communicated that all minutes related to NAAC, including matters related to club activities, must be recreated to support accreditation.

Daily Presence of Criteria Leaders: Dr. Joy announced that from now on, NAAC criteria leaders should be present every day from 2 PM to 4 PM, with maximum efforts required, especially in the month of November.

Fr. Saje reviewed and assisted each criteria leader in evaluating the status of work done and identifying tasks yet to be completed.

Grievance Redressal Cell Update: Information was shared about Ms. Reni, the counselor, actively working on the grievance redressal cell, focusing on creating minutes and addressing concerns.

Dr. Jacob encouraged the loading of innovative projects based on hardware and proposed the establishment of an idea generation or incubation room to facilitate research.

Dr. Jacob noted that while numerous extension activities have taken place, detailed documentation on these activities is lacking.

Sincerely,

  
IQAC Secretary



  
Principal



10/11/2018

Subject: Action Taken on IQAC Meeting Minutes (01.11.2018)

Respected Members,

Following the IQAC meeting held on 01.11.2018, The following summarizes the actions taken on each agenda item:

Emphasis was placed on the Deviation Report as the initial feedback from NAAC, highlighting discrepancies in reports. Scanning will be performed to identify and address any deviations.

The need for thorough verification and correlation of documents from various sources was acknowledged, emphasizing the importance of accuracy in the NAAC process.

NAAC accreditation is viewed as a continuous process, with a reminder that documents need to be updated annually. The next round of meetings will commence shortly and will be conducted in physical form.

An expression of hope was conveyed, emphasizing the need for accelerated progress and efficiency in moving forward with the NAAC accreditation process.

A meeting involving support/non-teaching staff and students was proposed, recognizing their importance as they will also be interviewed by the NAAC team.

A total of 50 activities were identified, and reports are to be compiled, collected, and uploaded as part of the accreditation process.

An open discussion format was adopted, allowing for the sharing of ideas and concerns related to the ongoing NAAC accreditation.

An overview of the NAAC visit to Normal College Muvatupuzha was provided, highlighting the evaluation process, including online and physical assessments, and the importance of step-by-step development.

The status of pending records, despite appeals, was discussed, stressing the importance of filing the Annual Quality Assurance Report (AQAR) as the final report of the Institutional Quality Assurance Cell (IQAC).

The unity of teachers, students, and other members was underscored as crucial, especially considering that students are randomly selected for interviews and questionnaires during the NAAC process.

Sincerely,



IQAC Secretary



Principal



Subject: Action Taken on IQAC Meeting Minutes 15.11.2018

Respected Members,

Following the IQAC meeting held on 15.11.2018 , The following summarizes the actions taken on each agenda item:

IQAC Core Team, Uploading Team, and Proofreading Team were formulated. Detailed explanations were given for each NAAC criteria, with an open discussion on progress, audit plan, and minutes.

Dr. Joy emphasized the importance of IQAC and the NAAC process. The real process of NAAC, team visits, and relevant points were explained to members.

Dr. Joy informed about the commencement of the 4th sitting, highlighting the need for Uploading and Proofreading teams.

Ms. Bindu G explained the status of work for Criteria I, and Ms. Binju Saju provided insights for Criteria II. Clarifications and suggestions were discussed, emphasizing the need for clear documentation.

Various suggestions were made, including the inclusion of valuation camps and question paper setters' details, showcasing new course response rates, and exploring different aspects of student data cards.

Sabu sir suggested the inclusion of case studies in Criteria II, specifically in point 2.3.1, related to experiential learning and participative learning.

Fr. Saje emphasized the need to document various programs and events that took place over the past five years, ensuring comprehensive coverage.

Dr. Jacob explained the status of work for Criteria III, addressing various sub-points and outlining the progress made.

The next IQAC NAAC Core meeting was scheduled for November 19th. It was informed that shortened working hours, starting on November 19th, would be implemented to allocate more time for NAAC work.

Sincerely,

  
IQAC Secretary



  
Principal

30/11/2018

Subject: Action Taken on IQAC Meeting Minutes (19.11.2018)

Respected Members,

Following the IQAC meeting held on 19.11.2018, The following summarizes the actions taken on each agenda item:

Criteria 4 work Status:

Mr. Sebastian Poonoly provided updates on Criteria 4. Finalization is needed for various aspects, including the number of systems, video conferencing room, and language lab. Photographs for sports facilities are pending. Clarification on budget allocations and infrastructure augmentation is sought.

Automation of Library (Criteria 4.2):

Ms. Dhanya explained the library automation status, covering LMS, KOHA software, manuscripts, e-resources, and average book expenditure. Some details are pending, such as manuscript collection and photographing.

IT Facilities and Connectivity (Criteria 4.3):

Mr. Sebastian discussed IT facilities, student-computer ratio, bandwidth, and e-content development. Specific details on hardware and software updates are needed.

Financial Aspects and ISO Procedures (Criteria 4.4):

Criteria 4.4, led by Mr. Sebastian, necessitates finalizing budgets, expenditures, and outlining systems and procedures for facility maintenance. ISO procedures adherence needs to be documented.

Criteria 5: Ms. Shajitha's Report:

Ms. Shajitha outlined the status of Criteria 5, covering scholarships, endowments, career counseling, and student progression. Some data needs collection, such as student benefits and alumni contributions.

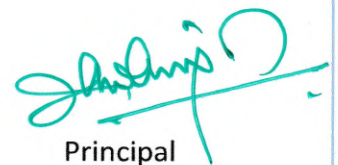
Criteria 6: Ms. Sonia's Update:

Ms. Sonia presented the progress on Criteria 6, including vision and mission description, participative management practices, and welfare measures. Pending tasks include case studies and writing ups on various activities.

Sincerely,

  
IQAC Secretary



  
Principal



Subject: Action Taken on IQAC Meeting Minutes 26.11.2018

Respected Members,

Following the IQAC meeting held on 26.11.2018 , The following summarizes the actions taken on each agenda item:

Criteria 3 to 7 audits were scheduled as per Dr. Joy's instructions.

Criteria leaders were instructed to specify missing files by December 4th.

Ms. Bindu raised concerns about missing work registers; Dr. Joy suggested creating a list.

Dr. Joy proposed utilizing 6th-semester students to address missing files.

December 4: Parallel Audit Preparation

Files were required in both the department and NAAC room by December 4th.

Criteria 1 head, Ms. Bindu, was questioned about rectification areas; suggested creating a list of missing files.

Dr. Joy demanded submission of at least one hard copy of collected data on December 4th.

December 4-5: Criteria 1 and 2 Second Internal Audit

Second internal audit scheduled for Criteria 1 and 2.

Dr. Joy emphasized the need for a flowchart to streamline file preparation.

Dr. Jacob proposed a flowchart for file preparation to ensure clarity and completeness.

Dr. Joy stressed adherence to the schedule and requested specifying files needed in each department.

Daily instructions for criteria leaders to call group members after 2:30 pm for task assignments.

Dr. Joy urged cooperation to meet the schedule to avoid delays.

Dr. Joy specified a sitting with the Finance manager, as requested by Fr. Saje.

Fr. Saje informed about the discontinued summer camp for school students.

Dr. Joy highlighted the missing Teachers' Companions, emphasizing their retrieval.

Dr. Jacob suggested maintaining a Departmental Profile for annual updates.

Ongoing Actions: Compile a list of missing files for Criteria 1 and 2.



**Naipunnya Institute of Management and Information Technology**

Organize a meeting with the Finance manager, as previously requested.

Retrieve missing Teachers' Companions from departed teachers.

Develop a Departmental Profile for continuous updates.

Sincerely,



IQAC Secretary

  
Principal



Subject: Action Taken on IQAC Meeting Minutes 21/02/2019

Respected Members,

Following the IQAC meeting held on 21/02/2019, The following summarizes the actions taken on each agenda item:

**IIQA Submission and Clarification:**

Dr. Joy informed about the IIQA submission on February 14, 2019.

A clarification request regarding the existence of NIMIT/NBS was received.

**Actions Taken:**

A response to the clarification request was promptly provided.

NBS details will be excluded from the process, and the next IIQA will proceed with NIMIT alone.

The updated IIQA will be uploaded on the upcoming Monday without NBS.

**Actions Taken:**

Initiatives are underway to revise and upload the IIQA without NBS.

Dr. Joy reminded departments to ensure readiness with data related to 2018-19.

**Actions Taken:**

Department HoDs were notified to prepare and maintain the required data.

**Financial Data Progress:**

Dr. Joy provided updates on the progress of financial data relevant to all criteria.

**Actions Taken:**

Ongoing efforts in collaboration to advance the compilation and organization of financial data.

**Closing Remarks and Encouragement:**

Dr. Joy concluded the meeting with insights on NAAC challenges and the importance of accreditation.

Appreciation was extended to all members for their dedication, with a call to persist in NAAC-related tasks.



**Actions Taken:**

Members were encouraged to sustain their commitment to NAAC-related work.

Recognition of the hurdles involved and a reminder to stay focused on the goal.

Sincerely,



IQAC Secretary

  
Principal



26/03/2019

Subject: Action Taken on IQAC Meeting Minutes 21/03/2019

Respected Members,

Following the IQAC meeting held on 21/03/2019, The following summarizes the actions taken on each agenda item:

**SSR Uploading Status:**

Dr. Joy updated Criteria leaders on the SSR uploading process.

Criteria 1 completed, Criteria 2 & 3 almost completed, and Criteria 4 in progress.

Actions Taken:

Continuous monitoring of the uploading process to address any issues promptly.

**Final Audit Preparation:**

Dr. Joy reminded Criteria leaders of the upcoming Final Audit from March 25, 2019.

Files related to data from 2013-2018 and details about the current academic year 2018-19 must be ready.

Actions Taken:

Instructions issued to departments to ensure file readiness for the Final Audit.

**NAAC Team Visit Expectation:**

Dr. Joy informed that the NAAC Team Visit can be expected by June 2019.

Emphasis on having all files ready before the visit.

Actions Taken:

Advance planning for file preparation to meet the expected NAAC Team Visit.

**Subcommittee Meeting before Final Audit:**

Criteria leaders instructed to call a subcommittee meeting by March 22, 2019, at 3 pm.

Discussion to focus on file status, especially pending and current year files.

Actions Taken:

Immediate scheduling of the subcommittee meeting to address file-related issues.

**SSR Upload Completion Deadline:**

Dr. Joy specified that the SSR upload would be completed by March 30, 2019.

**Actions Taken:**

Efforts intensified to ensure completion of SSR upload within the specified timeframe.

**Criteria 3 Leadership Assignment:**

Ms. Noble suggested as the leader for Criteria 3.

**Actions Taken:**

Confirmation of Ms. Noble's role as the leader for Criteria 3.

**Criteria 5 Data Collection Reminder:**

Ms. Bini reminded about the need for extensive data related to final years for Criteria 5.

**Actions Taken:**

Initiated data collection procedures for Criteria 5, focusing on final-year information.

**Current Academic Year File Update:**

Dr. Joy emphasized the completion of file updation for the current academic year before the vacation.

**Actions Taken:**

Criteria leaders directed to prioritize and complete file updation for the current academic year.

Sincerely,

  
IQAC Secretary



  
Principal



15/04/2019

Subject: Action Taken on IQAC Meeting Minutes 12/04/2019

Respected Members,

Following the IQAC meeting held on 12/04/2019, The following summarizes the actions taken on each agenda item:

**IIQA Submission Acknowledgment:**

Dr. Joy acknowledged the successful submission of the IIQA.

Appreciation expressed to all members for their cooperation in the IIQA creation.

Actions Taken:

Recognition of team efforts and ongoing encouragement for continued collaboration.

**SSR Final Submission and Deviation Report:**

Dr. Joy informed about the final SSR submission and the forthcoming Deviation Report.

Emphasis on file readiness for responding to the Deviation Report.

Actions Taken:

Instructions issued for the preparation of all files to effectively respond to the upcoming Deviation Report.

**Student Satisfaction Survey Communication:**

Dr. Joy reminded members to communicate within departments and with class in-charges regarding the Student Satisfaction Survey.

Class teachers instructed to remind students to check their email and respond to the survey.

Actions Taken:

Communication initiated within departments and reminders circulated to class in-charges and teachers.

**Final Audit Preparation:**

Notification of an upcoming final audit within departments to verify the status of files.

Actions Taken:

Department heads instructed to review and address pending files, ensuring necessary arrangements for completion.



**Subcommittee Meeting for Criteria Leaders:**

Dr. Joy instructed Criteria leaders to convene a subcommittee meeting to discuss pending areas from the previous audit.

**Actions Taken:**

Criteria leaders initiated the scheduling of subcommittee meetings to address outstanding issues.

**Work Format Adherence:**

Dr. Joy emphasized the importance of completing assigned tasks with the proper format for future convenience.

**Actions Taken:**

Instructions relayed to all members to adhere to prescribed formats for assigned tasks.

**Departmental Support Offer:**

Dr. Joy inquired if any department required assistance and expressed readiness to provide support.

**Actions Taken:**

Departments encouraged to communicate their needs, and support mechanisms initiated based on requirements.

Sincerely,

  
IQAC Secretary

  
Principal





08/05/2019

Subject: Action Taken on IQAC Meeting Minutes 03/05/2019

Respected Members,

Following the IQAC meeting held on 03/05/2019, The following summarizes the actions taken on each agenda item:

- Instructions issued to relevant teams to address and submit the required responses for the Deviation Report.
- Acknowledgment and appreciation conveyed to students for their participation in the survey.
- Committees established with designated members for each responsibility.
- Detailed planning initiated, and committee heads instructed to coordinate within their teams.

Sincerely,

  
IQAC Secretary



  
Principal