

Action Taken Report (ATR)

On the decisions taken in the IQAC meeting held on 08th January, 2020

Item No.s of Decisions Taken in IQAC Meeting, 08/01 / 2020	Action Taken / Initiated by the institute
A. Item 1 a of IQAC 01/2020 Focus on areas needing more attention	On the basis of submitted AQAR and shortcomings observed therein both management and the concerned criterion coordinators earmarked the areas identified and emphasized more on each of these.
B. Item 2 of IQAC 01/2020 Simultaneous preparation for SSR	Criterion Coordinators started filling in the data of 2 years in the provided templates as per the new format
C. Item 3 of IQAC 01/2020 Documentation of events and activities	A requisition form was made available in the office which needs to be filled before organising any event. Upon completion summary report of the event will be prepared by person concerned
D. Item 4 of IQAC 01/2020 Stocktaking for upcoming 8 th ICON 2020	Duty chart was circulated and all committees geared themselves up for the action
E. Item 5 of IQAC 01/2020 Finalisation of date for Sports day along with guest lectures and workshops for various programmes	Dates for sports day were finalized in consultation with sports coordinator. Course coordinator locked dates for guest lectures taking into account availability of resource person and time

