

4. Action Taken Report of last meeting (Agenda Item #4)

- 6 actionable items were minuted belonging to 4 agenda items.

i) Agenda #5: Library Purchase system

Action to be taken: Library Committee to be told.

Responsibility: IQAC Director

Action Status: Library Committee was conveyed. The Committee confirmed that there is a purchase policy and all purchases are executed strictly following that.

CLOSED.

ii) Agenda #6: Discussion on wholistic development of students

Action to be taken: SBG to report to the IQAC.

Responsibility: Dean (Students)

Action Status: SBG informed that through various club activities wholistic development is properly taken care of. But they expressed a concern that students social skills are not found at par. It impacts their personality and personal grooming. Therefore, SBG is thinking of proposing a pass/fail course for the first year BTech students. IQAC appreciated this concern as many of the faculty also supported this observation. SBG was suggested to put up the proposal through UG Committee which may later be brought on table of the next BTech Curriculum Review Committee.

CLOSED.

iii) Agenda #7: AQAR Preparation Process awareness among process owners

Action to be taken: Definition document to be sent to all process owners.

Responsibility: IQAC Director

Action Status:

- a) Clause-wise requirement and related data spreadsheet was prepared and corresponding process owners were identified. Secondary owners were also indicated in that. It was circulated to all concerned.
- b) Pankit Gandhi was identified as the primary POC for interacting with the secondary owners, collecting and collating data and reporting them to the IQAC Director on timely manner
- c) A Data Repository Committee was formed with Jalpesh as its head along with Prasanna, Gyanesh, Parth, Nimesh, Pankit, Santosh Pandit as its members.

CLOSED.



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