

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

- 4 actionable items were minuted belonging to 2 agenda items.

i) Agenda #5: Academic Audit 2019

**Action to be taken:** BTech Curriculum Review Committee to be constituted.

**Responsibility:** Dean (AP)

**Action Status:** Notification of BTCRC 2020 was announced on 12 Feb 2020.

CLOSED.

ii) Agenda #5: Academic Audit 2019

**Action to be taken:** Mechanism to record the grading policy of each instructor.

**Responsibility:** Dean (AP)

**Action Status:**

At the beginning of the semester the Dean (AP) sends out an office order to all instructors to submit their course file with the note to include the grading policy in it.

CLOSED.

iii) Agenda #6: Discussion on Students Exit Feedback

**Responsibility:** Dean-AP, Dean-Students, UGC Convenor, PGC Convenor and Registrar

**Action Status:** The Registrar promised that a team would be formed to understand the gaps followed by the promising actions.

REMAINED OPEN.

iv) Agenda #6: Discussion on Students Exit Feedback

**Action to be taken:** Employers Feedback to be collected and the analysis be made available to IQAC.

**Responsibility:** Placement Manager

**Action Status:** The placement cell confirmed that employers' feedback is duly collected. Also as a matter of process it will be collected and shared with UGC/PGC on annual basis. The current feedback was sent to the BTCRC for its consideration.

CLOSED.



Action Taking Report Prepared by – Dr. Anil K. Roy, Director-IQAC