

## 5. Action Taken Report of Jan 2020 meeting (Agenda Item #5)

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

i) Agenda #5: IQAR 2017-18 (period 1 July 2017 – 30 June 2018)

**Action to be taken:** IQAC Director will send a mail to all custodians of the above missing data.

**Responsibility:** IQAC Director

**Action Status:** Action was taken on 10 Jan 2020.

CLOSED.

ii) Agenda #6 (of previous meeting, i.e., of 25 Sep 2019): Discussion on Students Exit Feedback

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

**Action Status:** Due to the extraordinary situation caused by the pandemic and total lockdown for several months, the focus of administration was shifted to deliver everything online with limited or no support available. Hence action on this observation could not be initiated.

REMAINED OPEN.

iii) Agenda #8: Grievance Redressal System of the Institute

**Action to be taken:** It was decided that Dean (AP) and IQAC Director will submit a process on how to make GRS effective.

**Responsibility:** Dean (AP)

**Action Status:** same as point # (ii).

REMAINED OPEN.

The Director gave 3 months time for these to be actioned upon and closed satisfactorily. All present agreed to this timeline.



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