

Action Taking report of IQAC Meeting

Tuesday, 18 April 2022

Hybrid Meeting (WebEx)

Board Room, First floor, Administrative Block

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

i) Agenda #5: Internal Quality Assurance System

Action to be taken: All committee convenors to be told to update their process documents and share that with the IQAC Director.

Responsibility: Respective Committee Convenors

Action Status: Convenors were told to look back into their Term of Reference and update their functional document and then send them to IQAC Director. Many have sent, some are pending. The Director reiterated that these documents are the basic starting points for the quality assurance of the institute. Therefore these must be looked after properly. He instructed all those who could not complete this task.

CLOSED

ii) Agenda #6: AQAR of last 4 years (2017-18, 2018-19, 2019-20 & 2020-21)

Action to be taken: All four AQARs to be submitted to the NAAC portal.

Responsibility: IQAC Director

Action Status: AQARs are ready and posted on the institute website for all stakeholders review and information. Three of them were submitted on the NAAC portal, but these were not accepted with some minor comments to take care of. IQAC Director informed the members that the comments were being addressed on top priority and all would be submitted shortly.

Remained OPEN

iii) Follow up on some pending points of 29 Dec 2020 meeting

Responsibility: Respective process owners

Action Status: Action Taken Report was presented to the committee members. Barring two points - a) Discussion on Students Exit Feedback and b) Grievance Redressal System of the Institute all other actions were considered satisfactory and hence were closed.

Registrar office is asked to figure out some actionable items on priority to address the weaknesses emerging from the exit feedback presented earlier.

Dean (AP) took responsibility of completing the unfinished task of establishing an effective grievance redressal system for the institute. SBG was asked to support.

Remained partially OPEN



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