

ACTION TAKEN REPORT 2019-20

Sr.	DECISION	ACTION TAKEN
1	Head of the Department to maintain department profiles.	The Principal & IQAC has been monitoring the maintenance of the files and the update of the documents.
2	Head of the Depts. Suggested to maintain Department Files.	Department Files are being prepared and submitted to IQAC.
3	Staff members to maintain individual profiles	The individual profiles are being submitted in hard & soft copies to IQAC.
4	AQAR 2018-19	The Criteria wise coordinators have been allotted to prepare AQAR 2018-19
5	To constitute quality assurance cell as per NAAC guidelines	We have constituted IQAC committee
6	To discuss the role, functions and frequency of meetings of IQAC.	IQAC coordinator has briefed about the role and functions also importance of IQAC.
7	To discuss and decide the responsibilities of members of IQAC.	IQAC coordinator has explained the duties and responsibilities of IQAC members.
8	To discuss the plan of action for academic year 2019-20.	The plan of action has been presented and approved by the panel.
9	Action Plan of Various cell, Committees, departments and units.	The HOD s and Conveners of various departments and cells have been informed to submit the action plan.

10	To present IQAC calendar of events	The calendar of events has been presented in the meeting.
11	To constitute Various Committees, cell and forums	Constituted