



Action Taken Report of 4th IQAC meeting for the AY 2019-20

Agenda Number	Detail of the Agenda	Action Take Report
1	To read and confirm the minutes of the previous meeting.	The minutes were reviewed and approved by the authority.
2	To review activities of all the committees to ensure smooth functioning and adherence to the core objectives and responsibilities of respective committees.	Clear deadlines were established to ensure timely completion of committee activities, promoting accountability and efficient progress tracking.
3	To maintain the documents of events and academics for future reference.	A document categorization system was put in place to streamline information management and retrieval, making it easier to access and organize relevant documents for various institutional functions.
4	To discuss the formation of statutory committee and its roles and responsibilities.	A comprehensive proposal outlining the committee's structure and purpose was drafted, providing a blueprint for its operations and objectives.
5	To highlight the significance of co-curricular activities.	Tasks were assigned to facilitate the organization of co-curricular activities, ensuring that students have a well-rounded educational experience beyond their academic coursework.
6	To encourage Faculty Development Programs (FDPs) in improving teaching methodologies.	Faculty members were motivated and provided assistance in the registration process for Faculty Development Programs (FDPs), seminars, workshops, and other professional development opportunities to enhance their teaching and research skills.



7	To take initiative of promoting a green campus environment and encourage the students for active participation.	Awareness campaigns on green practices were conducted to promote environmentally friendly habits and behaviors within the institution and its community.
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