



Action Taken Report of 1st IQAC meeting for the AY 2020-21

Agenda Number	Detail of the Agenda	Action Take Report
1	To read and confirm the minutes of the previous meeting.	The minutes & ATR were reviewed and approved by the authorities.
2	To discuss about the utilization of various online tools and features to deliver lectures online.	Faculty members demonstrated their commitment to online education by consistently updating course materials in addition to delivering virtual lectures, ensuring that students receive current and relevant content for their studies.
3	To propose conduction of webinars on relevant topics to engage and educate students during the pandemic.	The institution facilitated knowledge sharing and professional development by organizing webinars for both students and faculty members, covering a diverse range of subject areas.
4	To discuss about the implementation of a robust and efficient online attendance system	The IT Department's implementation of an efficient online attendance system streamlined administrative processes and ensured accurate attendance tracking for virtual classes.
5	To decide on the usage of MCB application by students and faculty	Faculty members received additional training to maximize the effective use of the MCB app, enhancing the quality of online instruction.
6	To maintain Teaching-Learning Methodology through Online Platforms	Feedback mechanisms were established to evaluate the quality of online teaching and learning, enabling ongoing improvements based on student and faculty input.
7	To discuss about the formation of a flexible academic calendar to be	The institution's proactive approach included developing a flexible academic calendar with contingency plans to adapt to the evolving



	communicated to all stakeholders through official channels	challenges and uncertainties of the online learning environment.
8	To discuss about the admission process through online mode.	The continuity of the online admission process, coupled with responsive technical support, ensured a seamless and accessible admission experience for prospective students.

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