


ACTION TAKEN REPORT

Academic Year 2023-2024

The actions taken by the institute on the discussions/resolution made in the meetings of IQAC committee members on 05/06/2024 are given herewith;

Sr. No	Resolution in IQAC Meeting	Action Taken
1	Appointment of Teaching & Non-Teaching staff	Mr. Abhijeeth Nair was given the responsibility to interact with the DBATU authority for the approval of the roster so that appointment of the regular faculties can be done.
2	Review & allotment of centralized Portfolio.	Centralized portfolio was reviewed and revised portfolio were allotted to the faculties.
3	Commencement of odd semester and implementation of various revised formats	All HODs were directed to prepare proper plan for the smooth conduction of academic activities for odd semester. New and revised formats were finalized by IQAC and distributed to the HODs for the smooth execution and maintenance of academic activities in the institute .
4	Review of the Institutional Perspective Plan	Responsibility was given to IQAC coordinator to review the present Institutional Perspective Plan and submit the report to the Principal.
5	Review of different institutional Policies	IQAC revised different policies and made changes in few institutional policies.
6	Organizing industrial visits, guest lectures, value added courses for the next semester	All the HODs were instructed to carry out compulsory industrial visit, value added course and guest lectures for the students.
7	Organize workshop/Training programme for staff	Responsibility was given to IQAC and HODs to organize FDPs, workshops and training programme both for teaching and non-teaching staff,
8	Planning for conduction of training and placement activities	Responsibility was given to Training and Placement Officer to develop a comprehensive plan and submit to the Principal for approval


 IQAC Coordinator

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 Principal

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