

Internal Quality Assurance Cell (IQAC)
Action Taken Report of IQAC Meeting on 17-01-2019

Agenda		Decisions Made	Action Taken
Item No.	Point		
4	Exam result analysis	The standard of the internal exam questions will have to be raised suitably so as to prepare the students to answer the University exams and the answer key should be prepared along with the question paper.	DQAC examined it in the monthly audit and found to have done by all departments.
5	Student's attendance and leave	<ol style="list-style-type: none"> SMS will be sent to the parents of those students who are on leave. The students who take leave on medical grounds will have to compulsorily submit the medical certificate. 	<ol style="list-style-type: none"> A new system was introduced to send SMS to the parents of the absentees after entering the attendance in the system after the first period. The students compulsorily attached the medical certificate with leave application to avail medical leave.
6	New courses	Apply for new courses	Applied and got Sanction for starting BSW in the academic year 2020-21 and BBA in the academic year 2021-22
7	Academic activity plan for the next academic year	Prepare a detailed plan for the academic year	The Academic calendar was prepared by all the departments

		2020-21 activities by the end of March.	and finalized in the academic retreat.
8	Informing department activities well in advance and brief report submission	Maintain a checklist for all the activities which clearly depict pre and post arrangements to be accomplished.	A new checklist is prepared with possible Pre and Post proceedings which are verified by the HOD and reviewed by the DQAC.
9	Academic retreat	Conduct Academic Retreat 2019 by the month of May 2019	Conducted Renaissance 2019, the academic retreat on 30 th and 31 st of May 2019.
10	Club activities	More number of Club activities have to be planned.	All Clubs conducted at least one activity.
11	University Kalolsavam	The students should be selected for different competitions from the Arts Day programme	79 students participated in various competitions of University Kalolsavam.



Co ordinator




Chairperson

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