

2019-20

**Action Taken Report of 1<sup>st</sup> IQAC Meeting – 26.06.2019**

S.No.	Agenda Item	Person(s) responsible to complete the activity	Deadline	Remarks
1	Confirmation of Minutes of 'Kick-off Meeting'	Director, QA	---	It's a continuous process
2	To organise a awareness workshop on 'Contributions of Teachers in IQAC' in the month of June, 2019	Director, QA	July, 2019	The workshop for teachers organised.
3	To prepare for UGC Recognition and submit the report to UGC as early as possible.	Director, QA	December, 2019	Report prepared
4	To have separate 'Administrative Wing' of the university.	Registrar and Administrative Officers	Before UGC visit	Work plan is ready
5	To consider introducing 'Teaching Quality Upkeep Program'	Director, QA	Before December, 2019	Various groups based on passion/interest of the teachers are created.
6	To consider introducing 'Administration Performance Assessment and Development Program'	Director, QA	Before the end of January, 2020	Appraisal Formats of Administrative Staff prepared and appraisal conducted
7	To consider appraise Deans, Principals and HoD's through 'Appraisal Conference'	Director, QA	Before January, 2020	Formats prepared
8	To consider re-constituting BoS	Registrar & Director, QA	Before January, 2020	Explained the need to change the constitution of BoS to Registrar. Re-constitution must be done before UGC visit
9	To analyse the 'Student Feedback' of various schools on campus	QA	Before January, 2020	Students Feedback analysis of School of Bioengineering done

100% activities are conducted by Quality Assurance Department. However, 1) UGC Report is yet to be submitted as some of the requirements of AICTE needs to be completed. 2) Administrative Wing to be established, 3) Deans, Principals, HoDs, and University Officers appraisal is to be conducted, 4) BoS constitution to be revisited, 5) All schools to go for students feedback on regular basis

**Director & Member Secretary**  
**IQAC**