

Institute of Engineering & Management



Action Taken Report on 26th Meeting of Internal Quality Assurance Cell (IQAC)

16th November, 2021

Action Taken Report

Agenda:

1. To confirm the resolutions of the 25th (XXV/21-22) meeting held on 23rd August, 2021 of IQAC cell.
2. To discuss about the upcoming Academic Audit.
3. To discuss about the necessary data required for NAAC SSR.

S. No.	Resolution in the Meeting	Action taken
1	To confirm the resolutions of the 25 th (XXV/21-22) meeting held on 23rd August, 2021 of IQAC cell.	The resolution and action taken report of the 25 th (XXX/21-22) of IQAC meeting held on 16.03.2022 was read out and approved.
2	It has been decided that Academic Audit will be conducted in different departments from 28th September to 30th September 2021. Departmental members are requested to prepare their report as per the data template which has already been given to HODs & Assistant HODs of different departments.	Departmental report as per the data template was prepared by the departments for Academic Audit, which was supervised by HODs.
3	Schedule for Academic Audit was discussed in the meeting & it will be mailed to every department as soon as possible.	Schedule for Academic Audit was mailed to all HODs.
4	All departments are requested arrange their supporting documents both in hard & soft copy & arrange them year wise properly.	Departmental members prepared and arranged the supporting documents both in hard & soft copy year wise.
5	Questions have been raised by faculty members regarding the data template for upcoming academic audit & IQAC Co-coordinators answered all the queries.	Data template for upcoming academic audit was circulated among all concerned.
6	Prof. (Dr.) Debika Bhattacharyya,	HODs prepared and submitted action taken report based on the feedback form

	Controller of Examinations (COE), requested all HODs to submit their action report based on the feedback form send by the COE section.	send by the COE section.
7	Prof. (Dr.) Debika Bhattacharyya, Controller of Examinations (COE), also requested all newly introduced department HODs to prepare their lesson plan, faculty details, syllabus for courses & financial report properly.	The concerned HODs submitted their lesson plan, faculty details, syllabus for courses & financial report to IQAC.
8	IQAC members also requested to all the HODs to prepare data along with supporting documents for upcoming NAAC visit based on new format.	Supporting documents for upcoming NAAC visit based on new format was prepared by all departments within the specified deadline.