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| Dates | IQAC Minutes of Meetings | Actions Taken Reports |
| 10.07.2019 | 1.To run the academic activities effectively of both CBCS and Yearly modes.2. To encourage the use of ICT during teaching learning activities.3.To motivate different departments to organize seminars and other co-curricular activities4. To encourage the eligible faculties to attend Faculty Induction Programme, Refresher course and short-term courses  | Academic activities were conducted for both CBCS and Yearly modes.2. Initiatives were taken to enhance ICT facilities of the institution.3 Department of Education successfully organized a seminar on “Foundations in Education: Trending Issues.”4. Eligible faculties successfully completed their respective programmes. |
| 06.11.2019 | 1.To plan the process of conducting both Internal Assessment and university examination in due time.2. To grant leave to concerned faculty to attend his/her Refresher course.3. To organize social outreach programmes with the help of NSS and other departments.4. To encourage all the departments to conduct Parents Teacher Meeting as a part of Students Satisfaction Survey. | 1.Internal Assessments were conducted as per university guidelines. University Examination was conducted smoothly as per schedule.2.Concerned Faculty successfully completed her Refresher course.3. Several departments collaborated to organize an awareness programme on Plastic pollution and its consequences.4. PTMs were conducted by several departments as a part of SSS. |
| 08.04.2020 | 1. To organise urgent online meeting with all teaching and non-teaching staff to strategize academic activities during the newly imposed lock down.2.To maintain the smooth functioning of the office work through the online mode.3. To reach out to students residing in remote places and make them aware of the new plan of actions.4. To overcome the imminent challenges of effectively using the digital mediums and online platforms. | An urgent online meeting was conducted by the college authority to discuss how to tackle the challenges of teaching learning system amid an unprecedented pandemic situation. Teachers were instructed to plan the newly adopted online mode of teaching-learning. 2. The non-teaching staff were categorically instructed to maintain the smooth functioning of the office work by switching to the necessary online mode. Almost all the work was to be carried out through the online mode to ensure the safety of the staff during the pandemic situation.3. Teachers effectively reached out to the students of their respective departments to communicate to them about the newly adopted plans of action. Students were guided about the usage of the digital medium during the challenging times.4. The teaching and non-teaching staff, under the guidance of the then TIC dedicated themselves to make the newly adopted system effective.  |
| 10.06.2020 | 1. To assess the newly effective online system of work – both academic and non-academic work. 2. To plan the first phase of evaluation in the form of Internal Assessment in the days to come through the digital platforms.3. To deal with the problem of disbursement of the remunerations of the guest faculties of the institution.  | 1. The teaching and non-teaching staff met online to evaluate the newly effective online mode of teaching-learning and other office work. 2. It was decided that the students will be instructed to take part in the upcoming Internal Assessments through the already effective online mode and their answer scripts will also be evaluated online by the respective departments. 3. The Accounts Department, under the supervision of the TIC, arranged to disburse the due remunerations of the faculties. |