



Action Taken Report of the 2nd IQAC Quarterly Meeting 2019-20

Meeting Date	Decision Taken	Action Taken
07.03.2020 2nd Quarterly Meeting of IQAC	(a) It is decided that in the last HOD's council meeting to conduct internal audit for the department semi annually and external audit annually for which a slot is inserted into annual calendar.	(i) Slot for Department Academic Audit for Autumn Session (2020-21) is scheduled in December, 2020 (One day for each department). (ii) Slot for Annual External Institutional Academic Audit is scheduled in January, 2021 (iii) Slot for Departmental Academic Audit for Spring Session (2020-21) is scheduled in April, 2021 (One day for each department).
	(b) Two types of Audit documents have to prepare. (i) Departmental Audit Document. (ii) Institutional Audit Document.	(i) Department of Chemistry, CS&IT, EEE, HSS & Mechanical Engineering has submitted sample Department Audit Documents. (ii) Additionally IQAC has prepared a suggestive format for Institutional Academic Audit and the reports have been placed under review.
	(c) NAAC preparatory documents.	(i) Chairman IQAC has elaborately discussed on the various NAAC Criterias, Key indicator matrices, Annual record keeping and record maintenance among IQAC Coordinators. (ii) Latest copy of NAAC Guidelines, Data Template and AQAR format has been shared with all departmental coordinators for further necessary action. (iii) As per NAAC guidelines; the NAAC designed online Student Satisfaction Survey (SSS) has been circulated to all students through their mentors, using Google form as a mode of survey.

(SOUMYA MISHRA)