

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

KALIYAKKAVILAI - 629153

Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)

held on 17th June, 2022

Agenda:

- ❖ Classes for next academic year
- ❖ Preparation of workload, subject allocation timetable
- ❖ Preparation of QLM report department wise
- ❖ Stock verification
- ❖ Admission duty
- ❖ Exam duty
- ❖ Document preparation

Minutes:

- ❖ The classes for the next academic year was planned to be started from July, 2022.
- ❖ The HODs were asked to prepare the workload, timetable, subject allocation and submit it to the office.
- ❖ The HODs were instructed to finish the QLM report and submit for correction.
- ❖ It was decided that a team would do the stock verification in all the departments.
- ❖ The staffs were allocated with various responsibilities for the admission work.
- ❖ The staff for exam duty was to be short listed and scheduled.
- ❖ The criteria members were asked to prepare the documentary evidences based on their QLM.



17th June, 2022

Action Taken Report:

- ❖ Academic calendar was prepared and the HODs submitted the work load, timetable, and subject allocation to the office.
- ❖ The QLM was corrected and was given for document preparation. Based on the QLM documents were also submitted and filed.
- ❖ The stock verification was done and the necessary arrangements were done for restocking.
- ❖ The admission work was done as per schedule.
- ❖ The exam duty was conducted as per schedule.

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Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 8th July, 2022

Agenda:

- ❖ Producing 100% result.
- ❖ Graduation day.
- ❖ Government scholarship Rs. 1000 /-
- ❖ NAAC SSR report preparation.
- ❖ Documents for QLM.
- ❖ Preparation of PPT.
- ❖ Wi-Fi enabled.
- ❖ SSR language correction.
- ❖ Conduction of alumni meet.
- ❖ Improve the quality in PG Science department.
- ❖ Conduction of seminar for II PG.
- ❖ Tally course.
- ❖ Ist internal exam from August 29, 2022.
- ❖ First year data entry.
- ❖ II Internal exam 26 September, 2022.

Minutes:

- ❖ It was decided that the staff have to work even better to produce 100% results.
- ❖ It was planned that the graduation day for 2018-2021 batch should be conducted.
- ❖ The HODs were informed about the govt. scholarship of Rs. 1000/- for the students.



- ❖ Every staff and criteria heads were asked to support in the preparation of SSR reports and finish it in a month's time.
- ❖ The documents for QLM were to be verified.
- ❖ The HODs were asked to prepare a power point presentation based on the specialities of their departments.
- ❖ The college was provided with free broadband connectivity.
- ❖ The SSR reports prepared were to be given for language correction.
- ❖ Every departments were advised to conduct an alumni meet.
- ❖ It was decided that the quality of the PG science department has to be improved.
- ❖ All the HODs were asked to conduct a workshop for the II PG students.
- ❖ Tally courses were introduced and it was planned to be advertised.
- ❖ The IQAC planned that the Ist internal exam would be conducted on August 29.
- ❖ The data entry for the first year was to be completed within a week.
- ❖ The 2nd internal exam was scheduled for 26th September.



8th July, 2022

Action Taken:

- ❖ The college staff and students are working hard to attain 100% results.
- ❖ The graduation for 2018-2021 batch was conducted in a grand manner.
- ❖ The students were announced about the scholarship
- ❖ The SSR report was prepared and sent to the officials.
- ❖ The documents for QLM were submitted and HODs also submitted the PPT.
- ❖ User ID and password were created for each staff and students to use Wi-Fi.
- ❖ The SSR reports were corrected by the English department staff and were submitted.
- ❖ Alumni meet was conducted in every departments
- ❖ The college was reopened on 15th June.
- ❖ The quality of PG Science department was upgraded.
- ❖ Workshops were conducted for II PG students.
- ❖ Tally classes have begun and is going on regularly.
- ❖ The 1st internal exams were conducted from 29th August, 2022 and the 2nd internal exam was conducted from 26th September, 2022.



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Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)

held on 2nd August, 2022

Agenda:

- ❖ Minority Scholarship
- ❖ Bus Concession
- ❖ Independence day celebration
- ❖ Chess competition for students
- ❖ Badminton competition for staff
- ❖ IGNOU academic council

Minutes:

- ❖ The IQAC decided that the eligible candidates should get minority scholarship and it was informed to the students.
- ❖ The list of students who are in need of bus concession were taken and it was arranged.
- ❖ It was decided that the Independence day would be celebrated in our campus with flag hoisting.
- ❖ The sports club and IQAC decided that a chess competition would be organised for the students in accordance with Independence day.
- ❖ To motivate the staff member it was decided that a badminton competition would be organised for the staff.
- ❖ The IGNOU academic council discussed the dates of exam would be from 22nd to 24th August, 2022.



2nd August, 2022

Action Taken:

- ❖ The students eligible for the scholarship were announced and were helped to get the scholarship.
- ❖ The students who are in need of bus concession were provided with the same.
- ❖ The Independence Day was celebrated on August 25th with the staff and students. Breakfast was also provided to all.
- ❖ The sports club & IQAC conducted chess competition for students and badminton for the staff.
- ❖ The IGNOU academic council conducted the IGNOU exam on 22.08.2023 to 24.08.2023.



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Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)

held on 7th September, 2022

Action Taken:

- ❖ Onam celebration
- ❖ Good Samaritan scheme
- ❖ IIQA approval
- ❖ SSR submission
- ❖ NAAC documents submission

Minutes:

- ❖ It was planned by the IQAC to celebrate onam in all the departments.
- ❖ The Good Samaritan scheme was to be continued and the staff were asked to select a deserving students, to be helped by this scheme.
- ❖ The IQAC got approval and it was appreciated in the meeting.
- ❖ It was decided that the SSR report was to be submitted before 7th October.
- ❖ It was decided that the documents should be submitted to NAAC before 19th September.



7th September, 2022

Action Taken:

- ❖ The onam was celebrated in a grand manner in all the departments.
- ❖ The money for the good Samaritan scheme was collected regularly and the department representatives gave the list to the office.
- ❖ The SSR submission work is in progress.
- ❖ The documents for NAAC were submitted on September 17th, 2022.

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Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)

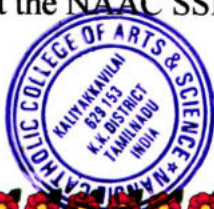
held on 13th October, 2022

Agenda:

- ❖ Afternoon classes for BBA, B.Com, BSc. Computer Science.
- ❖ Syllabus completion.
- ❖ Internal test attendance entry in university portal
- ❖ University exam on 24.11.2022
- ❖ Practical exam on 09.11.2022
- ❖ Exam fee payment on 20/10/2022-29/10/2022 without penalty & 31.10.2022 to 04.11.2022 with penalty.
- ❖ Optional paper allocation.
- ❖ NAAC SSR submission.

Minutes:

- ❖ As per the new decision of the state government it was decided that afternoon classes can be conducted for BBA, B.Com and language paper.
- ❖ The HODs were instructed to take necessary steps to finish the syllabus on time.
- ❖ The internal mark entry in the university portal was due on 20.11.2022.
- ❖ The HODs were informed that the university exams were to begin on 24.11.2022.
- ❖ The university practical exams were to begin on 09.11.2022.
- ❖ The HODs were informed that exam fee for the university exam should be paid within 20.10.2022 to 29.10.2022 without penalty and from 31.10.2022 to 04.11.2022 with penalty.
- ❖ The optional paper were allocated on 14.10.2022.
- ❖ It was planned that the NAAC SSR submission should be done on 17.10.2022.



13th October, 2022

Action Taken:

- ❖ The Part II and language classes were taken for B.B.A., B.Com. and B.Sc. Computer Science.
- ❖ The syllabus was completed within the stipulated time.
- ❖ The internal marks were entered in the portal.
- ❖ The university exams began from 24/11/2022
- ❖ The practical exams began from 09/11/2022
- ❖ The students paid the exam fee on time.
- ❖ The optional papers were allocated.
- ❖ SSR was submitted on 20.10.2022.



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Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)

held on 28th October, 2022

Agenda:

- ❖ Theory university exam
- ❖ University practical exam
- ❖ Model exam for arts and Science
- ❖ NAAC file verification
- ❖ NAAC SSS -11.65%
- ❖ No dues certificate

Minutes:

- ❖ The theory university exams were rescheduled to December 01 and it was discussed in the IQAC meeting.
- ❖ The university practical exams were to be conducted from 14.11.2022 to 16.11.2022.
- ❖ The model exams for the students were planned to be conducted before the university practical's began.
- ❖ NAAC files were to be verified.
- ❖ The NAAC SSS was rated with 11.65% on 28.10.2022.
- ❖ It was decided that the no dues certificate was mandatory to get the hall tickets signed.



28th October, 2022

Action Taken:

- ❖ The university exams were rescheduled and conducted on 01.12.2023.
- ❖ The university practical exams were conducted as per schedule.
- ❖ The model exams for science were to begin on 07/11/2022 and for arts on 14.11.2022.
- ❖ The no dues certificate was issued to students and only then their hall tickets were signed.



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Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)

held on 28th November, 2022

Agenda:

- ❖ Attendance entry
- ❖ Practical mark entry
- ❖ Internal mark entry
- ❖ Hall ticket downloading
- ❖ M.Phil. exam fee payment
- ❖ No dues compulsory
- ❖ NAAC SSS 12%
- ❖ DVV verification

Minutes:

- ❖ It was decided that the attendance entry should be done before 25.11.2022 in the university portal.
- ❖ The portal for practical mark entry opens from 20/11/2022 to 24.11.2022 and the staff were asked to enter it on time.
- ❖ The internal mark entry portal will be opened on 29.11.2022 to 15.12.2022 and the staff were asked to enter the marks on time.
- ❖ The hall tickets can be downloaded from the university website from 28/11/2022. It was informed to all the students through the class incharges.
- ❖ It was informed that M.Phil. exam fee portal opens from 24.11.2022.
- ❖ The no dues certificate was announced to be compulsory.
- ❖ The NAAC SSS was rated 12% by 12.11.2022 and it was appreciated.
- ❖ The DVV has come for verification.



28th November, 2022

Action Taken:

- ❖ The portal for attendance entry was opened on 21.11.2022 and the mark entry was also done.
- ❖ The practical and internal mark entry was done on the respective days.
- ❖ Hall tickets were downloaded and signed by the principal.
- ❖ The M.Phil exam fee was paid on 24.11.2022.
- ❖ The NAAC SSS 12% was appreciated by all.
- ❖ The DVV verification was successful.

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Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)

held on 28th November, 2022

Agenda:

- ❖ College reopens
- ❖ Christmas celebration
- ❖ Pongal celebration
- ❖ Squad for semester exam
- ❖ IQAC academic audit
- ❖ Evaluating personality development papers at university
- ❖ Workload and timetable submission
- ❖ Discipline duty
- ❖ PPT presentation for HODs
- ❖ Result analysis
- ❖ Citation with index
- ❖ Mock NAAC visit

Minutes:

- ❖ The college was reopened as already planned on 14.12.2022.
- ❖ It was decided that Christmas day would be celebrated on 20th December, 2022.
- ❖ It was planned that the Pongal festival would be celebrated in the college ground on 25th January, 2023.
- ❖ The squad for the semester exam was constituted.
- ❖ The IQAC academic audit was planned to be conducted as usual.



- ❖ The staff list for valuing personality development papers were sent to the university.
- ❖ The HODs were asked to submit the workload and timetable to the office.
- ❖ Staffs were allocated for maintaining discipline in the campus.
- ❖ It was decided that result analysis must be done when the results are being published.
- ❖ All the HODs were asked to submit their Power Point presentations for verification.
- ❖ All staffs were asked to check the citation index for their publications.
- ❖ It was planned that a mock NAAC visit would be conducted for the Arts on 27.12.2022 and for Science on 30.12.2022.



28th November, 2022

Action Taken:

- ❖ Christmas and Pongal were celebrated as per schedule on 20th December, 2022 and 25th January, 2023.
- ❖ The IQAC academic audit was done with perfection
- ❖ The evaluation process was done in a good way.
- ❖ The workload and timetable was submitted by the HODs to the office.
- ❖ The discipline duty was done as per the work allotted.
- ❖ The PPTs were submitted by the HODs.
- ❖ The mock NAAC visit was held on 27th & 30th of December, 2022.

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Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 7th January, 2023

Agenda:

- ❖ Print outs of the powerpoint presentation
- ❖ Students committee for NAAC meeting
- ❖ Pongal celebration
- ❖ Exhibition on NAAC visit day
- ❖ Qualification approval
- ❖ Publication in UGC care listed journals
- ❖ Cleaning day
- ❖ HODS presentation to the students
- ❖ Academic audit re-verification

Minutes:

- ❖ It was decided by the IQAC that a copy of all the presentations by the HODs would be taken print outs and given for language verification.
- ❖ A committee of students were selected to meet the NAAC peer team during their visit to the institution.
- ❖ The Pongal was to be celebrated department wise in the college ground on 25th January, 2023.
- ❖ Every departments were asked to prepare an exhibition on the day of NAAC visit.
- ❖ Every staff were advised to get qualification approval from the university.
- ❖ The IQAC motivated the staff to publish papers in UGC care listed journals.
- ❖ It was decided that 30th January 2023 would be observed as a cleaning day in all the departments.
- ❖ The HODs were instructed to give a presentation of their PPTs to the selected students committee.
- ❖ It was planned that an academic audit re-verification should be done before the NAAC peer team visit to the college.



7th January, 2023

Action Taken:

- ❖ All the PPTs were taken print outs and were verified by the staff of English department.
- ❖ The students committee was selected and the HODs did the presentation of 19.01.2023.
- ❖ Pongal was celebrated on 25th January, 2023.
- ❖ The campus cleaning day was successfully observed and the staff and students did a great job.
- ❖ Academic audit re-verification was done.

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Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 30th January, 2023

Agenda:

- ❖ Peer team members
- ❖ Constituting committees for the NAAC peer team visit

Minutes:

- ❖ It was informed that a peer team consists of the following three members
 - Prof. Dr. L.B. Laxmikanthan Rathod (Chairperson)
Vice Chancellor,
Palamuru University,
Administrative Building,
Mahabubnagar – 509001, Telangana.
 - Dr. M.V. Peerzada (Member Co-ordinator)
Former professor and Dean,
Dept of Science,
Cluster University,
Srinaga,
Jammu & Kashmir.
 - Dr. Kiran Reddy (Member)
CEO & Principal,
Acharya institute of Management & Science,
Bangalore,
Karnataka.
were to visit the college on 3rd and 4th of February, 2023.
- ❖ Separate committees were constituted for the NAAC visit.



❖ The committees and convenors are as follows.

- Reception Committee - Dr. A. Ajitha
- Decoration - Mr. Y.R. Dhesa Bendhu
- Cultural / Fine Arts - Mrs. R. Christobel Merlin Mahil
- Assisting the Peer team - Dr. M. Amalanathan
- PPT arrangements at places of presentation and Public address system - Dr. L. Thomas Robinson
- Seating arrangements - Mr. V. Viju
- Photos and videos - Mr. P.R. Princelin
- Discipline - Dr. R. Rooban Raja Sekhar
- Hosting the alumni , parents and local community
 - * Alumni - Dr. E. Sahaya Eugin Mary
 - * Parents - Mrs. R. Biji
 - * Students - Dr. N. Vinil Kumar
- Hosting the management - Rev. Fr. Secretary
- Food - Dr. K.C. Abilash Sam Paulstin
- Refreshments - Dr. K. Lucas
- Campus cleanliness - Mr. J. Jayaseelan
- Documents - Mr. K.R. Krishna Prasad
- Certificates to NAAC Peer Team - Mrs. V. Beena
- Accommodation / Transport / Sight Seeing - Dr. G. Rajesh Babu



30th January, 2023

Action Taken:

- ❖ The necessary arrangements for the peer team visit were made in the college.
- ❖ The committees were monitored continuously and helped by the management and convenors.



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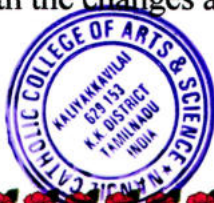
**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 13th February, 2023**

Agenda:

- ❖ Appreciation to the Co-ordinators and staff for getting 'A' grade with CGPA 3.24
- ❖ College day
- ❖ Perspective plan for next five years
- ❖ Village adoption.
- ❖ Teachers were asked to apply for research projects from funding agencies.
- ❖ Seminars in all departments
- ❖ FDP for staff
- ❖ NIRF details has to be submitted
- ❖ Admission work team constituted
- ❖ Syllabus completion on time
- ❖ Internal test I March first week

Minutes:

- ❖ The staff members and co-ordinators of each criteria were appreciated whole heartedly for their sincere work in achieving 'A' grade in the NAAC with a CGPA of 3.24.
- ❖ It was decided that the college day would be celebrated grandly as a token of appreciation to the support given by the students during the NAAC visit.
- ❖ It was advised that we would have to be ready with a perspective plan for the next five years with the changes already suggested by the NAAC peer team.



- ❖ We found it a better idea to continue the village adoption project which was stopped due to the COVID – 19 pandemic.
- ❖ The teaching faculty of our college were asked to apply for research projects from various funding agencies.
- ❖ It was planned that the remedial classes should be conducted for slow learners and the coaching classes for toppers.
- ❖ All the departments were asked to conduct seminars for the betterment of the students.
- ❖ It was planned that the FDP should be conducted for the teachers.
- ❖ It was decided that the NIRF details have to be submitted.
- ❖ The admission work was to be started and separate teams were constituted.
- ❖ It was advised to the staff members that syllabus has to be completed on time.
- ❖ The internal exam I was to be conducted in the first week of March.



13th February, 2023

Action Taken:

- ❖ The college day was celebrated grandly with the VC as the chief guest
- ❖ The HODs submitted the perspective plans for the next five years.
- ❖ It was made a point that the remedial classes take place regularly in all departments.
- ❖ A few departments' organised seminars and others have given dates when they would organise a seminars.
- ❖ An FDP for the staff were conducted.
- ❖ NIRF details were submitted.
- ❖ Groups for admissions were constituted and the works are continuously monitored.
- ❖ The internal exams were conducted as per schedule.
- ❖ The syllabus was also completed as per schedule.



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Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)
held on 9th March, 2023

Agenda:

- ❖ Advanced learners – training on every Wednesday list to be submitted to the Principal
- ❖ A two days tour was allowed
- ❖ Sports day
- ❖ April 2nd week College day
- ❖ Plan to prepare AQAR report from June 2023
- ❖ Classes for slow learners
- ❖ Naan Mudhalvan scheme classes for I, II & III year . One staff from each department.
- ❖ Book & journal requirements to librarian
- ❖ Library visit to Nesamony Memorial college.
- ❖ Result analysis will be done.
- ❖ Internal Exam II April Ist week 2023 onwards.
- ❖ Question paper submission March 27 ,2023 last date.

Minutes:

- ❖ It was planned that the classes for advanced learners has to be conducted regularly to improve the performance of the students and also the number of university ranks. The training will be conducted on all Wednesday and the HODs were asked to submit the list of advanced learners to the Principal.



- ❖ It was planned that a two days tour will be permitted for all the final year students department wise.
- ❖ It was planned that a sports day would be conducted and the sports committee would be made incharge of it.
- ❖ The college day was planned on 2nd week of April, 2023.
- ❖ It was decided to prepare AQAR for the year 2022-23 from June 2023.
- ❖ The remedial classes were being conducted regularly after the I Internal Exam.
- ❖ For the Naan Mudhalvan classes for I, II and III year students, it was planned that each teacher from a department must be deputed to attend the SPOC meeting in Tirunelveli.
- ❖ The books & journals required for the new academic year was to be short listed and submitted to the librarian.
- ❖ It was planned that as per the MOU with NMCC, Marthandam the students can be taken to that library.
- ❖ It was planned that the result analysis for the previous semester has to be done.
- ❖ It was planned that the II Internal Exam will be conducted from the Ist week of April and the last date to submit the question paper was 27. March, 2023.



9th March, 2023

Action Taken:

- ❖ The classes for both advanced learners and the slow learners have begun systematically and the list was submitted to the Principal.
- ❖ Tours were organised for the final year UG & PG students by the departments individually.
- ❖ The sports day was organised well by the members of the sports committee.
- ❖ The AQAR was planned to be prepared and the necessary details were collected.
- ❖ The staff deputed for Naan Mudhalvan scheme attended the SPOC meeting at Tirunelveli. It was an orientation programme for one week.
- ❖ The books and journal requirements were listed out and submitted to the librarian.
- ❖ Students were taken to the NMCC library department wise.
- ❖ The result analysis was done department wise in the presence of Secretary and Principal.
- ❖ As discussed, the question papers were submitted to the exam cell and the internal exam II began in the 1st week of April.


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NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

KALIYAKKAVILAI - 629153

Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)

held on 10th April, 2023

Agenda:

- ❖ Tamil Kanavu programme organised by government of Tamilnadu in our campus on 11.04.2023. Co-ordinator Dr. Peril Therese.
- ❖ DST – FIST committee meeting
- ❖ Sports day on April 24, 2023 and college day on April 25, 2023.
- ❖ Attendance has to be entered in office automation software.
- ❖ Internal Exam III from 08.05.2023.
- ❖ Students achievement report on sports has to be submitted to physical director.

Minutes:

- ❖ The Tamil Kanavu programme by the govt of Tamilnadu was to be organised in our college on 11/04/2023. Dr. Peril Therese, the HOD of Tamil was made the Co-ordinator of the programme.
- ❖ The DST-FIST committee meeting was held.
- ❖ The sports day was planned to be held on 24th April, 2023 and the college day was to be held on 25th April, 2023.
- ❖ The HODs were advised to finish the attendance entry in the office automation software.
- ❖ The internal exam III was to be conducted from 08/05/2023.
- ❖ The physical director is responsible for collecting the list of students who have made achievements in sports.



10th April, 2023

Action Taken:

- ❖ The Tamil Kanavu programme was organised successfully.
- ❖ The sports day and college day was celebrated as planned.
- ❖ The attendance entry was completed by all in the stipulated time allocated.
- ❖ The internal exam III was conducted.
- ❖ The students list was submitted to the physical director.


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NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

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Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC)

held on 15th May, 2023

Agenda:

1. Exam duty - no leave will be permitted
2. Internal mark entry in office automation
3. Work load, time table for next semester (2023-2024) odd sem. to be prepared.
4. Year plan to be submitted to IQAC
5. Stock verification in laboratories and library will be done
6. Admission work for staff members.
7. Self – appraisal report – Staff
8. Admission Committee – online & offline

Minutes:

1. The exam duty was to be allotted to the staff members and they were not allowed to take leave.
2. It was advised to the HOD's to enter the internal marks in the office automation software.
3. The HOD's were asked to submit the workload & timetable for the next semester (2023-2024)
4. The HOD's were asked to submit the year plan to IQAC
5. It was planned to conduct stock verification in library and the laboratory.
6. Admission work for staff was allotted area wise.
7. The staff were asked to submit the self-appraisal report
8. The staff members were allotted with admission duty for both offline & online admission.



15th May, 2023

Action Taken Report :

- ❖ The exam duty was allotted to all staff members equally.
- ❖ The HOD's entered the internal marks of the students in the allotted time.
- ❖ The work load, timetable and the year plan was submitted to the IQAC by the HOD's
- ❖ The stock verification for library and laboratory was done
- ❖ The staffs were allotted with admission duty for offline & online duty.
- ❖ The self- appraisal report was submitted

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