



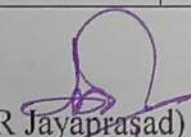
**ACTION TAKEN REPORT**  
**ON MINUTES OF IQAC MEETING HELD ON 11 OCT 2023 AT 2:30**

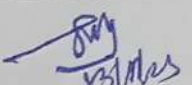
1. Actions taken on the minutes of IQAC meeting held on 11 Oct 2023 are as below: -

Points	Actions Taken
<p><b><u>1. Academic Review Meeting:</u></b></p> <p><u>Decisions.</u> After detailed discussions, the Chairman announced: -</p> <p>(a) The tentative date for the academic review as 21 Oct 2023</p> <p>(b) Department/Faculty target to be meet without fail according as per the Academic Instructions (odd semester 2023-24) published prior.</p>	<p>Meeting postponed on considering the visit of Goa Governor for the Graduation Ceremony.</p>
<p><b><u>2. Pre-semester audit by IQAC.</u></b></p> <p><u>Decision:</u> -The chairman directed that the IQAC Coordinator must verify the pre-semester preparations and implementation at random at departments.</p>	<p>Pre-semester Audit conducted successfully. The Audit reports are available. <i>(IQAC)</i></p>
<p><b><u>3. Adherence to Academic Calendar</u></b></p> <p><u>Decision:</u> -The Chairman directed that the HoDs and DQAC must ensure: -</p> <p>(a) Adherence to the academic calendar and action without waiting for reminders or notices. Any change in the schedules would be notified well in advance.</p> <p>(b) Implementation of the Academic Instructions issued for the current Academic Year.</p>	<p>Progressing the academic activities in accordance with the Academic Calendar and Academic Instructions.</p>
<p><b><u>4. Information to IQAC and updating Google sheets.</u></b></p> <p><u>Decision:</u> -</p> <p>The Chairman directed that HoDs must ensure the following: -</p>	<p>Information of academic activities is getting updated in repositories on-time.</p>

<p>(a) Forwarding a report on each event to IQAC.</p> <p>(b) Changes in any schedule/ plan like subject allocation, Time Table, Faculty Advisor etc must be updated in the respective Google Sheets in time</p>	
<p><b><u>5.Campus and Academic discipline.</u></b>  <u>Decision.</u> The Chairman appreciated the involvement of faculty/staff members, especially the discipline committee members, for the effort to maintain the discipline inside the campus. He directed that the HoDs must closely monitor the campus discipline as well as the Academic Discipline including the student's attendance.</p>	<p>Discipline Committee in association with department discipline coordinators continuing the services effectively to maintain discipline inside the Campus.</p>
<p><b><u>6.Adherence to Outcome Based Education (OBE) system.</u></b>  <u>Decision.</u> The chairman directed that: -</p> <p>(a) Students must be made aware of the OBE philosophy.</p> <p>(b) While introducing the topic in each class, the OBE reference must be clearly communicated.</p> <p>(c) The info-board must be filled at the beginning of each class.</p> <p>(d) Each academic activity must be linked to the attainment levels of COs and POs.</p>	<p>POs are being mapped for activities that are undergoing to fulfill the curriculum gap. Remedial classes are implemented and progressing successfully to lift up the attainment level of COs.</p> <p><i>- Being followed by all faculty</i>  <i>- Implemented ,</i></p>
<p><b><u>7. Performing routine activities</u></b>  <u>Decision.</u> The chairman directed that the following must be ensured: -</p> <p>(a) Adherence to Academic Calendar be for meetings, collecting feedbacks, Assignments, tests etc.</p> <p>(b) Monitoring and publishing of the attendance should be followed. Monitor the regular absentees and cautious their parents about the attendance shortage. Make an analysis every month, take corrective measures and submit the details to IQAC.</p> <p>(c) Focus in the empowerment of Advisory activities including mentoring and counseling.</p> <p>(d) Submission of Question papers to IQAC four days before the commencement of series examinations after scrutiny by DQAC.</p>	<p>Class Committees and Course Committees are functioning well. Collecting feedbacks, Assignments and conducting tests are going on very efficiently. Tracking and monitoring of attendance are being efficiently implemented and parents are getting informed on time. Advisory activities are getting recorded accordingly. Question papers are getting vetted by DQAC one week before series examinations.</p>

13-11-2023

  
 (R Jayaprasad)  
 IQAC Coordinator

  
 (Prof Jogimol Joseph)  
 Member Secretary