

Annexure-1 (2nd Quarterly Meeting)

Action taken report on the decisions taken in the 2nd Quarterly meeting of IQAC held on December 24, 2018.

Agenda Item No.	Resolution	Follow-up action taken
Agenda Item No.3	To conduct the pre internal assessment of Library, CRCMC and Office of Controller of Examination for ISO as per New NAAC requirements.	An Internal Committee was formed to conduct the pre internal assessment of Library (Annexure-II- 2 nd Q.M) and CRCMC (Annexure-III -2 nd Q.M). Quality manual was shared with COE to prepare for pre internal assessment of ISO.
Agenda Item No.4	To discuss and devise methodology for conducting Student Satisfaction Survey	Student Satisfaction Centre (SFC) headed by Ms. Kanupriya was requested to devise a methodology in this regard.
Agenda Item No.5	To approve the Code of conduct Hand Book for a) Students b) Recruiters c) Alumni	Student's Hand book is in its final shape being prepared by Ms. Kanupriya, Student Satisfaction Centre (SFC). Recruiter's Hand book is in its final shape being prepared by Ms. Rakhi, DGM-CRC. Alumni Hand book is being drafted by Student Satisfaction Centre (SFC).