Minutes and Action taken

Topic: IQAC Meeting		Date and Time: 8/11/2022, 12.10 PM		Venue: Board room
SL No	Details of discussions	Target Date	Action	Remarks
1	Internal Audit schedule	10/11/2022-11/11/2022	IQAC Members and Department DQAC	Audit report should be reached at IQAC coordinator before 11/11/2022, 3.00PM
2	It is proposed to convert every first Saturday is working day for the staff members only to conduct statutory meetings, departmental meeting and IQAC programs.		Governing Body	
3	PA system for all faculty- It is proposed to Bulk purchase PA system for all faculties with subsidy from management.		Management	
4	It is proposed to Purchase Bulk Photocopying/Scanning machine for Digitization of office files.	-	Management	For Paperless office
5	Industry training for students for improving teaching learning process	Current semester onwards	Department heads	
6	IQAC report of QP Approval- Spaneos to be incorporated with detailed report such as date and time of approvals, rejection Comments, Various quality parameters.		Spaneos Admin	A detailed report is needed for the quality purpose.
7	Lecture Capture System for every classroom		Management	To support needy students like absentees, revision required students etc.
8	Motion sensor based power saving technology on every class room		management	To reduce the power usage. To support go green activity.
9	Encouraged to attend all 8 modules of Technical Teachers training program		Faculty who have less than 5 years experience	To improve teaching quality.
10	It is advised to use Knimbus Library Platform by all teachers and researchers	Immediate Action	Library	