

IQAC ACTION TAKEN REPORT (2019 – 2020)

Sl. No.	Date, Time, Place and Participants	Agenda and Matters Discussed	Action Taken
1.	16 August 2019 1. 43 pm – 4.30 pm Vice Principal's Office 9 participants	PPC, IQAC works, Affiliation, API and Outreach Programmes	<ul style="list-style-type: none"> • First Tuesday of the month set aside for PPC work • Dr. Deben to continue as the coordinator • API format developed and given to the faculty members
2.	1 October 2019 3.50 – 5.00 pm Vice Principal's Office 10 participants	Lesson Plans	<ul style="list-style-type: none"> • Submission of lesson plan through email before the class
3.	1 November 2019 10.20 – 11.30 am NEISSR Conference Hall 10 participants	Attendance and Fieldwork Report	<ul style="list-style-type: none"> • Monthly attendance record put up in the notice board • Fieldwork report submission before 9.00 am every week.
4.	05 December, 2019 10.20 am - 11.30 am Vice Principal's Office 8 participants	Lesson Plan	<ul style="list-style-type: none"> • Lesson plans for the semester submitted before 15 December, 2019.
5.	06 June, 2020 10.20 am – 12.30 pm Online 8 participants	Research Guidance/Submission and Fieldwork	<ul style="list-style-type: none"> • Thesis submitted before 20th June, 2020, telephonic follow up of late submission. • Minimum 15 days of fieldwork for all students.


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