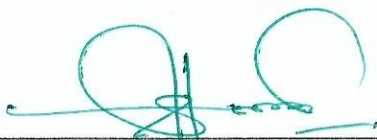



## IQAC ACTION TAKEN REPORT (2023 – 2024)

Sl. No.	Date, Time, Place and Participants	Agenda and Matters Discussed	Action Taken
1.	01 August 2023 10.30 am – 12.30 pm Principal's Office 9 participants	<ol style="list-style-type: none"> <li>1. Website</li> <li>2. Policies</li> <li>3. Library Committee</li> <li>4. Administrative and Academic Audit (AAA)</li> <li>5. Work Allotment for AAA</li> </ol>	<ul style="list-style-type: none"> <li>• Rectifications made in the website</li> <li>• Policies updated, and ready to be uploaded in the website</li> <li>• Names of library committee updated</li> <li>• Works assigned for the preparation of AAA team visit from the Directorate of Higher Education</li> </ul>
2.	05 August, 2023 10.30 am - 12:30 pm Conference Hall, Peace Centre 7 participants	<ol style="list-style-type: none"> <li>1. Gate Keeper/Guard</li> <li>2. Reminder Register</li> <li>3. Responsibilities</li> </ol>	<ul style="list-style-type: none"> <li>• Mr. Nathaniel Gurria is appointed as a Gate Keeper/Guard of the institute. The gate will be kept closed after 9.00 am. The students are expected to come to the institute with their student's ID card. The Guard will be maintaining the register and late comers will have to enter with the proper reason for late. The register will be maintained to keep the track of visitors' entry and exit. In this regard the students will be informed on 7<sup>th</sup> August 2023 during the Sarvodaya</li> <li>• Reminder register maintained in the Principal's Office. Faculty members to refer to it daily.</li> <li>• Sr. Resmy will be the Academic Coordinator</li> </ul>




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**COORDINATOR**  
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			<ul style="list-style-type: none"> <li>• Dr. Toli H Kiba as Coordinator of Student Council</li> </ul>
3.	<p>8 August 2023 9: 20 am - 10:30 am Conference Hall, Peace Centre 16 participants</p>	<ol style="list-style-type: none"> <li>1. Regular Meeting</li> <li>2. Work Coordinator</li> <li>3. Work Allotment</li> </ol>	<ul style="list-style-type: none"> <li>• Regular meeting for the coming few days till AAA is over</li> <li>• Ms. Elizabeth Pojar is in-charge of IQAC in absence of Mr. Robert</li> <li>• Various responsibilities assigned to be complete before AAA</li> </ul>
4.	<p>8 August 2023 5.00 pm – 6. 30 pm Conference Hall, Peace Centre 12 participants</p>	<ol style="list-style-type: none"> <li>1. Notice Board &amp; Labels</li> <li>2. Staff Biometric device</li> <li>3. Registers for leaves for faculty member</li> <li>4. Library</li> <li>5. Canteen Committee</li> <li>6. Dustbins</li> <li>7. Display of Uniforms</li> <li>8. Green Audit Report</li> </ol>	<ul style="list-style-type: none"> <li>• Notice boards purchased for forums and club activities.</li> <li>• Rooms labelled and sign boards placed in the campus.</li> <li>• Book donation drive launched for library</li> <li>• Canteen Committee formed with Mr. Biju, Fr. C.P. Anto, Fr. Lawrence Khing, Mr. Medhi Hussian, and Sr. Renjitha</li> <li>• Dustbins purchased</li> <li>• Uniforms displayed</li> <li>• Green audit report processed</li> </ul>

  
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