

Action Taken Report



DE PAUL INSTITUTE OF SCIENCE & TECHNOLOGY

APPROVED BY AICTE & AFFILIATED TO MG UNIVERSITY

Internal Quality Assurance Cell (IQAC)

Action Taken Report of IQAC Meeting on 15-09-2023

Agenda		Decisions Made	Action Taken
Item No.	Point		
5	Daksh & Dignito	Discussed the plans for conduction of both fest	Decided to conduct in same week on adjacent days.
6	NIRAVU PG	Preparations for PG farewell-Niravu 23' was discussed.	Suggestions for the same was invited.
7	Use of mobile phones	The college's mobile phone policy was reiterated by the principal.	The principal directed the mobile phone squad to maintain an active presence on campus.
8	Entry of internal marks	Regularly updating internal marks, lesson plans, and progress cards on the intranet was advised.	Further plans to adapt with the regular monitoring and intranet updating was accepted.
9	Staff meeting minutes	Departments should conduct regular departmental meetings and maintain meeting minutes in both soft and hard copy formats.	Departments decided to conduct regular meetings and maintain meeting minutes.
10	Outreach and IV	The principal suggested to provide opportunities for students through outreach programs and industrial visits.	New plans to extend the outreach programs and improve industrial visits were invited.
11	Use of library hours	The importance of teachers accompanying students to the library was discussed.	Supporting students in developing extensive reading was encouraged.
12	Staff portal for exam purpose	Information about the MG University staff management system	All personnel was requested to promptly complete the

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		portal was given by the principal	required information on the platform.
13	Fund raiser for Sahapadikkoru Veedu	A ticketed drama show plan aimed at raising funds for the Sahapadikkorru Veedu project was introduced by the management.	The promotion of the same has been entrusted to the NSS, Narcotic Club, and Drama Club of our college.
14	Website Updating	The plan to allocate a separate web page for each department was discussed.	Departments need to finish the work as quickly as feasible.
15	Alumni Association Registration	Decided to register Alumni Association	DiST college Alumni Association has been registered at Ernakulum Registrar office.



Co-ordinator



Chairperson

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