

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 30-10-2023

| Agenda | | Decisions Made | Action Taken |
|----------|---|---|---|
| Item No. | Point | | |
| 4 | Online Courses(MOOCs) and add on courses offered by departments | Enquired about the add on courses and online courses(MOOCs) | Instructed to encourage students to enroll in more add on and MOOC courses |
| 5 | Fest - Daksh and Dignito | Discussed the event plan | Events heads and the committee conveners illustrated the event plan. |
| 6 | Monitoring students notes and uploading teaching notes, lesson plan on Dicoman / Intranet Servers | Discussed on students' note taking and notebook checking. Also discussed on uploading teaching notes along with lesson plan on Dicoman / Intranet Servers | Directed faculties to regularly review students' notes and mandated the uploading of teaching notes and lesson plans on Dicoman/Intranet Servers starting next semester. |
| 7 | Remedial classes | To begin Remedial classes as soon as possible | Remedial sessions for the running semester were planned to be conducted as per the scheduled time. |
| 8 | Daily Attendance Marking | Reminder issued regarding daily attendance entry on Dicoman | Assured the faculty members completes the entry of attendance daily. |
| 9 | Language Lab, Audio & Computer Lab | Directed to guide students to the library and make use of the language lab | Proper documentation of Computer and Audio labs is maintained. |
| 10 | Late comers | Departments to address students' habitual late coming | For the fifth late arrival, guide the student to the Principal's office; if tardiness persists for the sixth time, notify parents for a meeting with college authorities. |

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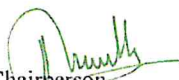


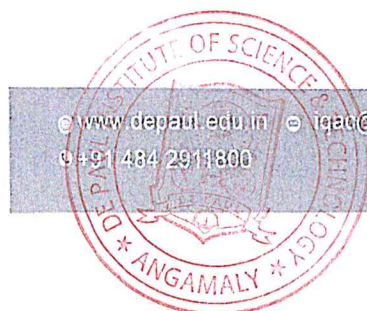
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| 11 | Internal Exams & Result Publication | Uploading the students' internal exam marks and progress cards on intranet within the 10 days from the exam dates. | Committee decided publication of exam results' to be scheduled for within 10 days. |
| 12 | NAAC | Initiation for the preparation of NAAC documentation | Rev. Dr. Norby Vithayathil was assigned to lead the further procedures. |
| 13 | Reconstituting admission team | The principal discussed about the reconstitution of admission team. | Advised to reach more plus two schools and degree colleges to boost the next academic year's admission procedures. |
| 14 | Including new courses | The management appraised the council members that the college has submitted applications for new courses. | The new courses include Hotel Management, BSc Psychology, and an additional batch for BA Animation. |


Co-ordinator


Chairperson



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