ACTION TAKEN REPORT OF THE IQAC MEETING NO. 43rd HELD ON 02nd MAY 2025

(APPROVED IN THE 44th MEETING HELD ON 21st JULY 2025)

ACTION TAKEN REPORT OF THE IQAC MEETING NO. 43
HELD ON 02nd MAY 2025
(TO BE APPROVED IN THE 44th IQAC MEETING)

Action Taken Report (ATR) for 43rd IQAC Minutes of the Meeting

1. Review of First Internal Audit & Schedule for Second Internal Audit
• Departments have addressed the non-compliances identified in the First Internal Audit and submitted supporting evidence to IQAC.

• Audit teams for the Second Internal Audit have been reconstituted with cross-departmental faculty as decided.

• The Second Internal Audit schedule for the first week of May 2025 has been prepared and circulated to all departments.

2. Readiness for AAA (Academic & Administrative Audit)
• Departments updated academic files, departmental performance records, faculty portfolios, and stakeholder feedback documentation as instructed.

• Preparatory meetings for the AAA Audit scheduled for the second week of May 2025 have been conducted.

• Consolidated documentation has been submitted to IQAC for verification prior to the external audit.

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3. NBA Compliance Visit – B. Tech CSE and B. Tech MTR

• Departments completed Course Files, CO-PO mapping, and Outcome Attainment records as directed.

• Lab manuals, project files, student work samples, and internal assessment records have been organized and verified.

• Faculty have updated logs for mentoring, innovative teaching practices, and industry interactions in view of the NBA visit expected in June 2025.

4. SAR Preparation for B. Tech ECE, MBA, and MCA

• Draft SAR for B. Tech ECE has been updated with department metrics and PO attainment details.

• MBA and MCA departments submitted data templates, evidence of faculty publications, student progression details, and documentation required in the NBA SAR format.

• All three programmes have aligned their SAR content with the official NBA templates as directed by IQAC.

General Compliance

• Departments submitted progress reports on documentation as emphasized by the Chairman.

• All action points from the meeting have been implemented within the stipulated timelines.

Director, IQAC

Principal

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