

### Action taken report for Q1 of 2018-19 AY

On the basis of discussion on IQAC meeting held on 4<sup>th</sup> September,2018 following actions were taken.

1	<p><b>New members were included in IQAC team.</b> Due to faculty members leaving the institute, 4 new members were decided to be added.</p> <ol style="list-style-type: none"> <li>1. Dr. Pradyumna Ku. Patra</li> <li>2. Dr. Sandipan Mallick</li> <li>3. Dr. Debasish Panda</li> <li>4. Dr. Satya Sopan Mahto</li> </ol>	All the 4 members were added
2	<p><b>IQAC meeting to be held regularly either in LHC or TIFAC building</b> Principal and all heads of the department decided to conduct at least 4 meetings in an academic year to discuss on quality initiatives.</p>	Implemented
3	<p><b>Dr. M Reza was given in charge of R&amp;D coordinator</b> Dr Motahar Reza was given charge of R&amp;D cell and is to maintain all records. An official letter issued to him by Principal.</p>	Implemented
4	<p><b>No class-drop for any meeting</b> The institute decided that not a single class to be dropped for any sort of meeting. The institute gives top priority to class room teaching so in no case classes will be dropped.</p>	Implemented

*Ans*