

**Q3 Action taken report**

(Based on task items assigned in Q2 meeting)

On the basis of discussion on IQAC meeting held on 24th November,2018 following actions were taken.

1	<b>Convert the TIFAC top floor room for a mini seminar room</b> The room was refurbished with audio-visual set up and Dr M Reza was declared as seminar room in charge. Henceforth all tech talks and IQAC meetings will be held in this room.	Implemented
2	<b>Academic leadership program conducted by Mr K Satish.</b> Institute agreed to conduct the program and a confirmation letter sent to Mr Satish of Wipro to conduct in July 2019. Decided to conduct the program in TIFAC seminar room.	Done
3	<b>Sankalp was conducted with ISTE sponsorship.</b> The tech-fest was conducted in month of February 2019.	Implemented
4	<b>Institutional support for attending FDPs</b> All the faculty members can attend any conference / seminar/FDPs etc with institutional support. The expenses will be fully reimbursed by the institute upon submission of evidence.	Circular issued.
5	<b>Attending program overseas</b> In similar manner in every 4 years of service a faculty member can attend any overseas program. However, the conference registration fees will be borne by the institute.	Circular issued.
6	<b>Daksh Ganjam felicitation</b> NIST was felicitated by 'Daksh', Ganjam for its excellence in field of technical education. The participating faculty team headed by Prod. Shom Prasad Das was felicitated by IQAC	Implemented

*Ans*