

**Action Taken Report on task items of
IQAC 2022-23 Q1 meeting held on 23/09/2022**

TASK ITEM	PERSON RESPONSIBLE	DUE DATE AND STATUS
1. Maintain a log book for each equipment. Increase the utilization of the lab equipment. Log books have been provided and equipment usage information are being logged. Periodic monitoring is being done by Lab in-charges and review is being done at Dept. meetings.	HODs	10/10/2022 Resolved
2. Activate functional research groups with teachers and students; intimate about the same to the R&D coordinator. Allow the students to access the labs beyond regular teaching hours. There are several interdepartmental and inter-department research groups formed by Faculty members. However, students are not official members of these research groups. The R&D coordinator invites proposals for the Research Associate scheme. Students selected through these schemes may be allowed to access the labs to keep accountability. The call for proposals comes in the month of November.	HoDs	20/10/2022 Resolved by R&D Coordinator
3. Subject teachers shall prepare question banks in line with GATE, IBPS and GRE exams etc. HODs monitor the preparedness. Include advanced level questions.	HODs	Continuous Resolved for current semester
4. Restrict use of digital gadgets that could reduce the attention of the students inside the class. Announced in the classes and Labs	BCs	Continuous Resolved
5. Start GATE classes for the students. GATE classes have started. The slots are integrated with the regular class timings towards the end.	HODs	10/10/2022 Resolved


IQAC Coordinator

