

Action taken report - 5/12/12

| Sl.no. | Points of discussion | Action taken |
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| 1 | Ongoing projects | Ongoing projects were discussed and teachers were encouraged for new projects |
| 2 | Recent developments | Latest developments in the institution were discussed |

Action taken report - 7/12/12

| Sl.no. | Points of discussion | Action taken |
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| 1 | recent departmental developments | Chairman discussed the recent developments taken place in all the departments |
| 2 | Staff appreciation | Chairman appreciated the staff members for their involvement in the departmental work and enquired about the ongoing projects of the staff members |
| 3 | Departmental problems | Chairman also discussed the problem faced with each department and gave valuable advice |
| 4 | Student projects | Chairman discussed about the importance of student project and told all HODs to inform the respective department staff members to start the student project |

Action taken report - 20/03/13

| Sl.no. | Points of discussion | Action taken |
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| 1 | Research publication | Chairman asked the department HODs to collect the hard copies of publications and papers presented in the national and international conferences by the department staff members |

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| 2 | Enrichment and problem based learning | Dr. Sivajyothi discussed progression of the enrichment course, problem based learning and specialty topics in the chemistry department |
| 3 | Submission of feedback form | Chairman discussed the submission of infrastructure feedback, student course evaluation feedback, central library feedback, evaluation of teachers by students, self approval, course feedback from the students |
| 4 | Core committee | Chairman along with the core committee members draft a timetable with specification of work to be distributed among all the faculty members. |

Action taken report - 17/01/13

| Sl.no. | Points of discussion | Action taken |
|--------|-------------------------|---|
| 1 | Examination | Chairman discussed about the forthcoming RGUHS examinations and enquired about the tutorial classes conducted for the underperformed students |
| 2 | Departmental library | All HODs discussed about the list of books to be kept in the department library and asked the list of required books |
| 3 | Preparation of document | Chairman of IQAC discussed about the format for the plan of study and lesson plan for the next academic year. |


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