

Action taken report - 21/10/13

Sl.no.	Points of discussion	Action taken
1	formation of committee	Chairman discussed about the formation of committee and include new members in the committee
2	AQAR	Coordinator asked all HODs and Deans to submit the important documents and photographs which were taken during the conference and workshops to the MMC Chairman discussed about the importance and submission of AQAR report to NAAC
3	IQAC	Chairman insisted on the active participation of all HODs and staff members in the IQAC Chairman appoint Mrs Anjali as the coordinator of Pupil Pod in which all details of the students, plan of study and lesson plan has to be uploaded online.

Action taken report - 23/01/14

Sl.no.	Points of discussion	Action taken
1	Departmental work	Chairman appreciated the staff members for their involvement in department work and enquired about the ongoing projects of the staff members and she asked the concerned staff members to give presentation for their work
2	Problems	Chairman also discussed the problem faced by each dept and gave valuable advice

Action taken report - 18/04/14

Sl.no.	Points of discussion	Action taken
1	Research publications	Chairman asked the department HODs to collect the hard copies of publications and papers presented in the national and international conference by the Department staff members
2	Committee	Chairman discussed about the committees with the concerned Dean and she gave more emphasis on research work

Action taken report - 03/06/14

Sl.no.	Points of discussion	Action taken
1	Work load for next academic year	Chairman asked all HODs for their dept work load for 2014-15 academic year; as she told the tentative date for commencement for next academic year classes; ie; Aug 2014
2	Pupil pod uploading	Chairman asked all staff members to finish their pupil pod uploading and submission of PBL and enrichment course conducted for last academic year.
3	Time table for next academic year	Chairman asked all HODs to give work load to time table committee for making timetable of next academic year
4	Appointment of new staff	Some of HODs asked for new recruitment. So chairman asked HODs to fix date for demo classes and she instructed that selection has

		to be done by next week
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PRINCIPAL

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