

**Action taken report - 1/08/14**

| Sl.no. | Points of discussion             | Action taken   |
|--------|----------------------------------|--|
| 1      | incentives to first rank holders | Major sir enquired about incentives to first rank holders per class and Mrs Rekha Parmesh replied with the list of names of toppers            |
| 2      | Committee                        | Chairman finalized with the function schedule and the committees to-do list. Chairman mentioned to submit the budget proposal for the function |

**Action taken report - 28/08/14**

| Sl.no. | Points of discussion | Action taken  |
|--------|----------------------|---|
| 1      | MOM of committees    | Chairman discussed about the circulars and meeting conducted for the last academic year and informed all Deans to check the minutes of meeting of various committees.   |
| 2      | AQAR                 | Chairman instructed all HOD's to fill AQA form & the last date was given on 30/10/14.   |
| 3      | Projects             | Principal suggested all staffs to do minor projects & if the staff need financial support for the project , requisition letter has to be submitted to the principal and the same will be forwarded to management. |
| 4      | College magazine     | Chairman instructed Mr. Mahalingan to release college magazine for this academic year.  |
| 5      | Annual calendar      | Chairman also informed Mrs. Jasmin to circulate annual calendar of events for this academic year to all HOD's   |

**Action taken report - 10/11/14**

| Sl.no. | Points of discussion | Action taken  |
|--------|----------------------|---|
| 1      | Documentation        | Chairman allotted Mrs. Surender Kaur & Mrs. Jasmin for documentation of infrastructure details and extension activity details respectively to update for AQAR submission. |
| 2      | Departmental file    | Chairman instructed all the HOD's to check their departmental file and asked them to attach new faculty documents.  |
| 3      | Result               | Chairman also asked Dr. Chitra to collect all result analysis   |

**Action taken report - 27/12/14**

| Sl.no. | Points of discussion | Action taken  |
|--------|----------------------|---|
| 1      | Finalization of AQAR | <ol style="list-style-type: none"> <li>1) Chairman discussed about the final correction in the AQAR document.</li> <li>2) Deans &amp; Members suggested the necessary changes in the document.</li> <li>3) All deans &amp; members of IQAC approved the final AQAR document and keptforth to be uploaded in the NAAC website by the earliest i.e; by 30/12/14.</li> </ol> |

*D Padma*

**PRINCIPAL**

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