

**Action taken report - 20/06/16**

Sl.no.	Points of discussion	Action taken
1	Departmental progress	Departmental progress PPT was presented by the HODs
2	SSR information	Chairman suggested all the HODs to collect all the documents like staff profile, publication, projects, conferences yearwise since 2012 NAAC inspection
3	Manuals	Chairman encouraged the Departmental HODs to prepare brochures and manuals and maintain the library record

**Action taken report - 15/10/16**

Sl.no.	Points of discussion	Action taken
1	AQAR	<ol style="list-style-type: none"> <li>1) Chairman discussed and asked to submit hard and soft copy of AQAR details from all HODs and Deans within 21<sup>st</sup> Nov 2016</li> <li>2) Chairman instructed all the HODs to check departmental file and update staff profile for new staff joined in respective department</li> <li>3) Chairman instructed all the Deans to update documents required to submit for AQAR and informed to check status of the minutes of meeting for year 2015-16</li> </ol>

**Action taken report - 27/12/16**

Sl.no.	Points of discussion	Action taken
1	AQAR	AQAR was finalized with necessary corrections.
2	SSR	Chairman discussed and inform the members regarding submission of SSR by next year

**Action taken report - 15/2/17**

Sl.no.	Points of discussion	Action taken
1	SSR	Chairman informed about submission of SSR by dec 2017 Chairman discussed and decided to finish rough format by Oct 2017
2	Dean	Chairman decided Dr Keeneth N – as Dean Academic for year 2017-18 and remain Deans are as usual same for year 2016-17
3	SSR	Chairman allotted SSR format compilation, SSR final printing to Dr CM Setty and Mrs Anjali

*P Padma*

**PRINCIPAL**

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