

Action taken report - 28/08/18

Sl.no.	Points of discussion	Action taken
1	Review of Departmental progress	Chairman had an in depth discussion with all the Departmental HODS regarding the ongoing work, the HOD s explained the progress by PPT and presented work diaries of the faculty.
2	SSR information	Chairman suggested all the HODs to collect all the documents like staff profile, publication, projects, conferences year wise since 2018 NAAC inspection
3	Manuals	Chairman encouraged the Departmental HODs to prepare brochures and lab manuals and asked them to maintain in the library and to distribute to the students.

Action taken report - 19/10/19

Sl.no.	Points of discussion	Action taken
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1	AQAR	<ol style="list-style-type: none"> 1) Chairman discussed and asked to submit hard and soft copy of AQAR details from all HODs and Deans within 21st Nov 2019 2) Chairman instructed all the HODs to check departmental file and update staff profile for new staff joined in respective department 3) Chairman instructed all the Deans to update documents required to submit for AQAR and informed the NAAC coordinator to check status of the minutes of meeting for year 2018-19
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Action taken report - 24/12/19

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 - 8/2/19

Sl.no.	Points of discussion	Action taken
1	SSR	Chairman informed about submission of SSR by dec 2019 Chairman discussed and decided to finish rough format by Oct 2019.
2	Dean	Chairman discussed with the Dean academics about the various activities going on and the activities planned for 19-20 academic year.
3	SSR	Chairman allotted SSR format compilation, SSR final printing to Dr CM Setty and Dr Karthikeyan.

D Padma

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