Action Taken Report 2018-19

Plan of Action	Details	Action
Training Programme for Administrative Staff	A training programme on "Basic Training in Microsoft Excel " was organized for the administrative staff of the institution	Organized on 23rd July 2018
Organized a session on "e-Procurement" for the faculty members of the institution	The main aim of the session was to enlighten faculty members on electronic procurement processes, online purchasing systems, digital vendor management, and the integration of technology for streamlined workflows	Organized on 26th July 2018
Organized a session on "Filing of Documents" for the administrative staff	The aim of the session was to give an overview of the documents that has to be kept ready for NAAC accreditation	Organized on 16th August 2018
Submission of SSR	The members of the IQAC were diligently working on compiling the SSR documentation Many meetings were organized to check the progress of SSR	SSR In Progress
Workshop for Administrative Staff	Workshop on "Personal Effectiveness" was organized for administrative staff, focused on enhancing communication, time management, interpersonal skills, and overall self-development.	Organized on 17th September 2018
Workshop for Administrative Staff	The workshop on "Health Awareness" aimed at imparting knowledge on health and wellness to the administrative staff, covering topics ranging from maintaining a	Organized on 3rd October 2018

	healthy lifestyle to understanding nutritional practices and adopting preventive healthcare measures.	
Workshop on CO PO attainment	Organized for the faculty members of the institution, the workshop delved into the critical realm of assessing and achieving Program Outcomes (PO) and Course Outcomes (CO), essential components of ensuring and enhancing educational quality.	Organized on 6th October 2018
Yoga Workshop	Organized for the administrative staff, the resource person guided the participants through various yoga practices, relaxation techniques, mindfulness, and stress management.	Organized on 23rd October 2018
e-Governance	The resource person guided the faculty members through the intricacies of e-Governance, emphasizing the integration of technology for more efficient and transparent administrative processes	Organized on 27th November 2018
Submission of SSR	Compiling criteria for SSR documentation	SSR submitted