

**ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 18<sup>th</sup> December 2018**

Sl. No.	RESOLUTION	REMARKS
1.	The meeting noted that, student feedback will be collected in online mode only. After threadbare discussion on the issue, the Director entrusted three members – Prof. Utpal Bhattacharjee, Dr. Rajesh Chakraborty and Mr.Tsering D Megeji to prepare a detail implementation plan for the same. The members are requested to submit their report in the next IQAC meeting to be held immediately after reopening of the winter break.	Action Taken
2.	The Director enquired the Academic Branch about the status of the students' email address collection process. The Joint Director (Aca.) informed that 17 Academic Departments have already submitted the email addresses of the students to the Branch and they are still perusing the matter to collect the email addresses from the remaining Departments before the winter break.	Action Taken
3.	The members noted that the University will have to conduct Academic and Administrative audit as per NAAC guideline in the year 2019, which is a mandatory requirement for applying for NAAC assessment (3 <sup>rd</sup> Cycle) in the year 2020. Further, the Director informed the members that various relevant documents in this connection have already been collected and it will be circulated to the members through official email. The Director requested the members to study the documents and to do some brainstorming for the improvement of the NAAC grading of the University. The Director also assured the members that suggestions/advices of the members will be discussed and a detail workable plan will be prepared	Under process

