



**SRI KANYAKA PARAMESWARI
ARTS & SCIENCE COLLEGE FOR WOMEN**

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**ACTION TAKEN REPORT
MEETING HELD ON 18.03.2024**

S.No	Discussions	Action Taken
1.	To discuss about the format of policy reports	Finalized the policy report and was maintained in uniformity.
2.	To review the activities conducted by the Clubs	Reviewed activities conducted by the clubs, assessed outcomes and suggested improvements for future events
3.	To finalize the date of submission of Policy Report.	Policy Reports were submitted by the departments and clubs as per schedule.

P. Sarani Kumari
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**ACTION TAKEN REPORT
MEETING HELD ON 16.03.2024**

S.No	Discussions	Action Taken
1.	To discuss about the launching of Internal policies.	Internal Policies were Launched.
2.	To review the seating space in library.	Increased the seating Accommodation in Library
3.	To verify if the external funded projects are completed.	Initiatives were made by departments to sign funded project.

P. Sarani Kuravi

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**ACTION TAKEN REPORT
MEETING HELD ON 15.03.2024**

S. No	Discussions	Action Taken
1.	To check if previous year's suggestion by the external auditor is accomplished.	Reviewed each departments suggestion and its accomplishment.
2.	To review the feedback methodology.	Reviewed and assessed feedback methodology; proposed improvements for more effective data collection
3.	To discuss about website maintenance.	Discussed website maintenance and assigned tasks for implementation

P. Aravi Kumari

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**ACTION TAKEN REPORT
MEETING HELD ON 24.01.2024**

S.No	Discussions	Action Taken
1.	To discuss about the supporting documents for AQAR 2022-2023.	Supporting Documents were collected by the Criteria as planned.
2.	To finalize the format of filing the documents.	Finalized the document filing format. To Scan the documents and to submit the hardcopy to the criteria.

P. Parani Kumari

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**ACTION TAKEN REPORT
MEETING HELD ON 15.11.2023**

S. No	Discussions	Action Taken
1.	To schedule the dates for uploading the documents of AQAR	Documents were uploaded as per schedule.
2.	To allot staff to assist the criterions in completing the documents	Staffs were allotted for each criteria to monitor and upload the same.

P. Barani Kumari

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ACTION TAKEN REPORT

MEETING HELD ON 05.10.2023

S.No	Discussions	Action Taken
1.	To reschedule the dates of SSR	Rescheduled SSR dates and informed all relevant parties of the new timeline
2.	To discuss the Pros and Cons of upgrading the college to autonomous.	Necessary initiation were made to opt for Autonomous
3.	To submit the opinion of the Heads regarding upgradation.	Collected and submitted opinions of the department heads regarding the upgradation to autonomous status

P. Barani Kumar

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**ACTION TAKEN REPORT
MEETING HELD ON 04.10.2023**

S.No	Discussions	Action Taken
1.	To discuss with Steering Committee regarding NAAC regulations	Discussed NAAC regulations with the Steering Committee; gathered feedback and outlined next steps
2.	To decide about NAAC Orientation for Non Teaching Staff.	Conducted NAAC orientation for non-teaching staff as per schedule.
3.	To finalize the policies for SKPC- External Audit .	Finalized policies for SKPC external audit; documented procedures and assigned roles for implementation

P. Parani Kumari

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**ACTION TAKEN REPORT
MEETING HELD ON 25.09.2023**

S.No	Discussions	Action Taken
1.	To discuss about the changes to be implemented in PTA feedback	Proposed changes were made in the PTA feedback and the updated one was circulated to the parents.
2.	Criteria II to submit their supporting documents for verification	Documents were submitted by the Criteria II members for verification.

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**ACTION TAKEN REPORT
MEETING HELD ON 24.08.2023**

S. No	Discussions	Action Taken
1.	To discuss about the feedback policies.	New Parametric were set for the feedback and certain changes were made in the policies.
2.	To schedule the result analysis meeting	Result Analysis meeting was conducted as per schedule.
3.	To finalize the format of Survey forms.	Finalized survey format and was sent for approval from relevant stakeholders

P. Anari Kumar
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**ACTION TAKEN REPORT
MEETING HELD ON 23.08.2023**

S.No	Discussions	Action Taken
1.	To finalize the policies to be followed and documented.	Finalized submission date for Policy Report. Communicated deadline to relevant teams for timely submission
2.	To decide the Best Practice	Decided on the Best Practice, documented criteria and selected the most effective approach
3.	To discuss about reframing Vision, Mission and rebranding logo	Logo was Redesigned.

P. Parvathi Kumari
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**ACTION TAKEN REPORT
MEETING HELD ON 20.07.2023**

S.No	Discussions	Action Taken
1.	To discuss about institution's Best Practice	Rural Empowerment and Transgender programmes were finalized as the Best practice of the Institution
2.	Instructions about the documents to be submitted for AQAR	All Departments and club maintained documents as per instruction.
3.	To Conduct PDP (Professional Development Program)	Various departments conducted PDP programmes as discussed.

P. Parani Kumari
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**ACTION TAKEN REPORT
MEETING HELD ON 19.06.2023**

S.No	Discussions	Action Taken
1.	To discuss about the implementation of the Strategic Plan	Executed the planned strategies
2.	Plan of Action of ECO CLUB	Eco Club's Plan of Action was reviewed and implemented.
3.	Discussed the Internal Examinations dates	Finalized the dates for the Internal Examinations

P. Parani Kumari

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ACTION TAKEN REPORT
MEETING HELD ON 08.06.2023

S.No	Discussions	Action Taken
1.	To finalize the Minutes of the Meeting format	Reviewed and approved the final format for meeting minutes based on team feedback
2.	Device Strategic Plan	Developed and finalized a strategic plan with clear objectives and timelines for implementation
3.	Enquire about Research Publications	Inquired about recent research publications and compiled findings for further review and analysis

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