



Women's college

## Internal Quality Assurance Cell

### ACTION TAKEN REPORT

#### **Resolutions of meeting held on 19th November, 2016:**

1. The resolutions of the previous meeting held on 24th September, 2016 were approved.
2. Teachers' feedback form was finalized and to be distributed.
3. Ten feedback forms of the parents will be distributed to each department.
4. Reporting forms for the HoDs' will be given to the HoDs of the respective departments. Academic performance of the students of the respective department may be included in the form.
5. Website of the College should be improved (If necessary we should go for the outsourcing).
6. A photocopier machine (preferably SHARP) may be bought for IQAC from its ICT and contingencies heads of the fund.
7. A computer with printer for teaching staff to be purchased along with accessories (computer table, anti virus, cartridge)

#### **Follow up Actions:**

1. IQAC Teachers' feedback forms have been distributed.
2. IQAC distributed ten number of Parents' feedback forms to each department.
3. Reporting forms for the HoDs have been given to the HoDs of the respective departments. Academic performance of the students of the respective departments has been included in the form.
4. Initiative has been taken to update Website of the College.
5. Initiative has been taken to purchase a photocopier machine for IQAC, a computer with printer along with related accessories for teaching staff.

Countersigned

(m) 22.11.2016

Principal,  
Women's College

 22/11/16

Coordinator  
Internal Quality Assurance Cell  
Women's College