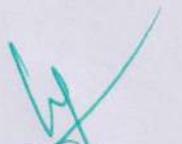


ACTION TAKEN REPORT

Sl. No	Description	Action Taken Report
	Agenda 1: Lab Requirements	
1	All departments are advised by the council that lab requirements, maintenance and repair works to be carried out without delay.	The lab requirements approved by the Management and also all the repairs and maintenance works were done.
	Agenda 2: New Software	
2	The existing software is not enough for the campus requirement, it has been decided to have a new campus software ETLab Pvt.Limited. All faculty and staff members are advised to use it to the maximum.	A new campus software was purchased and it works better as per the college requirement.
	Agenda 3: NBA Accreditation Process	
3	It has been discussed and decided that this year, the college will try for NBA accreditation for CE, CSE and ECE courses.	The NBA accreditation works have been started
	Agenda 4: Proposal for autonomous status	
4	The Academic Council has decided to submit the proposal for autonomous status for the college.	The proposal approved by the Management and autonomous application submitted to the portal.
	Agenda 5: IOC (Industry On Campus)	
5	The campus will have an industry which associates with the department to sale the products which they make in the campus. Students will gain technical knowledge and hands on training from the product they build. Industry exposure will be given to students.	The IOC was inaugurated. The students made a Robotic teacher.



6	<p>Agenda 6: Faculty workload and academic policies</p> <p>The faculty members should be ready to accept the workload assigned by the department heads. As per the academic policies, they should attain 80% result in their subjects.</p>	<p>All faculty members have accepted the workload and trying to improve the results.</p>
7	<p>Agenda 7: Academic Calendar review</p> <p>This academic year , comparatively working days are less and faculty members should be advised to take extra classes through online mode on holidays to complete the portions on time.</p>	<p>They are taking extra classes and completing the portions.</p>


PRINCIPAL

c.c. to :
 President
 Sr. Vice President
 General Secretary
 Academic Director
 All HoDs
 AO



Action Taken Report

Sl. No	Description	Action Taken
1	<p>Agenda 1: Previous minutes of meeting</p> <p>The council resolves that the minutes of meeting held on 12/6/25 to be confirmed</p>	-----
2	<p>Agenda 2: Supplementary exams</p> <p>Students those who are writing supplementary exams should be given revision or special supply coaching online or offline mode in-between the exam days. HoDs to take necessary step to improve the results.</p>	Special revision given to all students who is taking up supplementary exams.
3	<p>Agenda 3: Proposal for purchase of systems</p> <p>Department of CSE(DS) and Robotics and AI requested for the purchase of new systems for next academic year as the department will run in full swing from next academic year onwards.</p>	Quotations were taken for the purchase of systems and management approved the purchase.
4	<p>Agenda 4: Sessional exams of even semester</p> <p>The sessional exams for the even semester will be done one exam per day. The detailed timetable will be given by Examination cell.</p>	Sessional exams conducted as per the schedule.

5	<p>Agenda 5: Syllabus coverage</p> <p>Module completion dates to be followed as per the schedule given. Hods to monitor the same and if any faculty lagging in completion of the portions extra classes through online or offline mode to be done.</p>	<p>Module completion status report submitted by all the departments. Extra classes were conducted to complete the syllabus.</p>
6	<p>Agenda 6: Instalment of Koha software in library</p> <p>The Koha software was purchased and due to delay in the purchase of system it was holded . As the system was purchased now the IT administrator has been given the charge of installing the software.</p>	<p>Koha software installed in library</p>
7	<p>Agenda 7: Annual sports day/Arts day/College day</p> <p>Annual sports day, Arts day and College day budgets were approved by Governing council. The respective coordinators to schedule the programme as per the academic calendar.</p>	<p>As per schedule all activites were conducted as per schedule.</p>
8	<p>Agenda 8: Valuation</p> <p>It has been requested that valuation has to be given utmost care. Timely valuation with proper alternative arrangements to be taken up by the faculty members. In case of a faculty relieved from the institution proper substitution has to be made by the department.</p>	<p>Valuation completed on time. Faculty altered the classes properly.</p>
9	<p>Agenda 9: Audit of NBA files</p> <p>Audit of NBA files will be done according to the schedule. All faculty and staff members to be ready with the files.</p>	<p>Audit were conducted as per schedule.</p>

7	<p>Agenda 7: Annual sports day/Arts day/College day</p> <p>Annual sports day, Arts day and College day budgets were approved by Governing council. The respective coordinators to schedule the programme as per the academic calendar.</p>
8	<p>Agenda 8: Valuation</p> <p>It has been requested that valuation has to be given utmost care. Timely valuation with proper alternative arrangements to be taken up by the faculty members. In case of a faculty relieved from the institution proper substitution has to be made by the department.</p>
9	<p>Agenda 9: Audit of NBA files</p> <p>Audit of NBA files will be done according to the schedule. All faculty and staff members to be ready with the files.</p>
10	<p>Agenda 10: Any other matters</p> <p>It is noted that the discipline of the campus is well maintained. The council appreciated Principal and entire team for the efforts.</p>

by 6/1/28
PRINCIPAL

Cc to:
 President
 Sr. Vice President
 General Secretary
 Academic Chairman
 All HoDs
 Asst.AO

