Rai University

Date: 11/05/2023

ACTION TAKEN REPORT

For 6th IQAC Meeting held on 6th May 2023 of Academic Year 2023-2024.

Sr. No	Agenda	Action Taken
1	Academic Audit and faculty Audit Report.	DQAC members initiated the practice of getting reports prepared in their respective department and submitted to IQAC cell.
2	Course Plan, Course Data Sheet and Course Allocation.	All Schools/Departments allocated work to faculties regarding Course plan, course data sheet and course allocation. DQAC verified it and updated IQAC cell regarding the same.
3	CO-PO Mapping & Articulation.	IQAC Share the Updated CO-PO Articulation and Mapping Sheet to all HOI for A.Y 2023-24. And Also share the CO-PO Manual.
4	Course Completion Report and its Audit, Course Feedback Analysis.	IQAC had shared formats of different feedbacks after which all departments/schools took feedback from stakeholders. Course Completion Report was prepared by every department and its audit was done by DQAC and then IQAC cell.
5	Guidelines for Mentor-Mentee Process.	Mentor Mentee process was implemented in departments/schools. Mentor-Mentee file was prepared which was further verified by IQAC cell.
6	List of File to be maintained by each department.	IQAC Share the List of File which department must have to maintain properly and all file must be audited as define by the IQAC

IQAC File No. 4.1

Mr. Yashesh Darji
11/5/23
IQAC Coordinator

Prof. (Dr.) Anil Tomar
Provost

Copy to:
1. Provost Office
2. Registrar Office
3. All Deans, Principals and Heads