Date of Meeting	Decision Taken	Action Taken
18-06-2019	Decided to form the Steering Committee. Decided to prepare annual plan. Decided to upload the AQAR 2018-19 before 31st December.	Steering Committee for the academic year 2019-2020 was constituted. Departments/Clubs were asked to prepare the working plan for the academic year. Strategies were initiated to complete the data collection and uploading of AQAR before 31st December 2019.
20-08-2019	Decided to develop a uniform online feedback form. Decided to appoint new department coordinators for IQAC.	New feedback forms were developed. All the departments appointed their coordinators to monitor IQAC related activities of the department.
23-09-2019	Decided to accelerate the work of AQAR.	Convened the meeting of the steering committee. Checked the progress of AQAR data uploading.
20-11-2019	Decided to celebrate Founder's Day. Discussion on the final submission of AQAR. Discussion on registration of Alumni Association.	Celebrated Founder's Week with various programmes. Scrutiny was made on AQAR data. Steps were initiated to speed up alumni association registration.
18-12-2019	Discussion on the final submission of AQAR.	Made all the preparations for the final submission of AQAR.
30-12-2019	Discussion on the final submission of AQAR.	Submitted the AQAR 2018-19 in the new format on 31st December 2018.

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