

(ENGLISH MEDIUM)

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Action Taken Report

Date: 19th September, 2019

No.	Agenda	Action Taken
1	Confirmation of the Minutes of the last meeting	The minutes of the meeting held on 03rd June 2019 were reviewed and approved. The signed minutes were filed appropriately.
2	Pre Placement Drive	 The T&P Coordinator will arrange for students to visit and observe schools participating in the pre-placement drive. An action plan for relocating the college to the Mira Road Educational Campus will be developed by Dr. Panigrahi to address the current challenges of campus interviews.
3	Student Induction	 The induction program for the FY was successfully conducted. Students were introduced to COs, POs, faculty, syllabus, curriculum, and institutional code of conduct. Feedback will be reviewed to enhance future induction programs.
4	Teacher Workload	 The timetable will be adjusted to address concerns about teaching workload and practical work. Special lectures will be scheduled for practical sessions. A plan for inviting senior professors and practitioners for sessions and observations will be prepared and presented at the next meeting.
5	Overall Institutional Activities	 Certificate courses for the academic year were approved. Plans for seminars, conferences, and other activities were approved. Preparations for participation in the University of Mumbai sports and cultural festival, along with forming a contingent with other Rahul Education institutions, will be initiated.

Mr Yigal S Banker, IQAC Coordinator

Dr. B.S. Panigrahi

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