



## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

No.: KU/IQAC/Meeting/ATR/2021/M1

Date: 24<sup>th</sup> Sep 2021

### **Action Taken Report (ATR) - Minutes of 1<sup>st</sup> Meeting of IQAC**

The following uniform formats are created and sent to all schools. These formats are also available from the IQAC/NAAC Drive.

1.03.1 Designing of Uniform Format for various items such as Programme Credit Structure, Syllabus, Session Plan, Course Files.

- (i) Programme Credit Structure – Annexure 1
- (ii) Syllabus - Annexure 2
- (iii) Session Plan - Annexure 3
- (iv) Course Files - Annexure 4

1.03.2 Creation of Formats, one each for Semester Commencement Audit and Semester Closing Audit.

- (i) Semester Commencement Audit - Annexure 5
- (ii) Semester Closing Audit - Annexure 6

1.03.3 Mentor-Mentee System

Format for Mentor-Mentee - Annexure 7

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