



5<sup>th</sup> January 2026

### Action Taken Report

**On the IQAC meeting with Committee Members held on 2<sup>nd</sup> January 2026 at 3:00 PM in the IQAC, 4<sup>th</sup> floor of the Institute:**

| Agenda Number | Agenda                           | Action Taken   |
|---------------|----------------------------------|--|
| Agenda 1      | Subject allotment & session plan | Faculty members have provided their subjects of their domain, and the Director has noted the same. Session plan has been prepared by the faculties which will be verified by the director. |
| Agenda 2      | Attendance Rules & Regulations   | Mentors have begun reviewing attendance records and will monitor cases as per the given criteria.  |
| Agenda 3      | Research Conference              | Faculties have started contributing towards the same and they will submit abstracts by mid-January as discussed.   |

*Prepared by:*

Dr. Swati Agrawal  
Coordinator, IQAC, AIMS

*Submitted to:*

Dr. Reena Poojara  
Chairman, IQAC, AIMS