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Date: 15/03/2024

**Action Taken Report (ATR) based on Minutes of IQAC Meeting held  
on 05.03.2024**

<b>Sr. No.</b>	<b>Agenda / Discussion in the meeting</b>	<b>Action taken</b>
1	NAAC Peer Team Visit on 2 <sup>nd</sup> & 3 <sup>rd</sup> April 2024 & arrangement of concerned files thereof	All NAAC Criterion Chairpersons started preparation for PTV. All documents have been arranged criteria-wise in files.
2	Meeting with HoDs for Peer Team visit	A meeting with HoDs of Pre, Para & Clinical departments had been conducted and were briefed about the visit.
3	Information in PPT Format	PPTs have been prepared with all the required information by all criterion chairpersons.
4	Formation of teams for Peer Team Visit	Teams have been formed for the Peer Team Visit viz. Hospital Team, College Team, Campus Team, etc. A meeting was conducted for planning the details of Peer Team Visit
5	Coordination for cultural event during the Peer Team visit	Chairperson CSC was Dr. Dehankar was directed to make necessary arrangements for cultural event
6	Invitation to Alumni during the Peer Team visit	Alumni of the institute have been invited on the day of inspection.

  
Dr. Mohana Majumdar  
Director, IQAC