



IQAC OFFICE

Ref: SBV/ IQAC/ATR/dt 19.12. 2016

## **Action Taken Report**

The following is the ATR for the meeting was held at the Board room on 24<sup>th</sup> August 2016, from 2 – 4 pm to review the internal AAA audit done from 3-5<sup>th</sup> August 2016.

Minutes recorded:

The institutes used the same 20 files format, and the departments used the 40 files format for the audit. It was suggested by the Vice-Chancellor to relook at the templates given in NAAC 2015 and modify to suit the growth of SBV.

The Administrative departments were not visited this time. Dean emphasised that next time the audit must be done there also.

The activities of the committees, cell and students' activities were not well reflected in the AAA audit. The chairman suggested that they may be included in the next audits/ in the QER

It was observed that the events conducted by the departments are not reported on time as well as reported in different format. Resolved to streamline the event report forms.

***Action taken: Steps have been undertaken to ensure that the file list is modified ad the administrative audit is done along with academic audit. The AAA manual shall be used to organise the next AAA.***

***Action taken: Event report form prepared in the period of 2015-16 will be revised and put into use for reporting the events.***

Minutes recorded:



SRI BALAJI VIDYAPEETH

DEEMED TO BE UNIVERSITY  
US/S 3 UGC ACT 1956

INTERNAL QUALITY ASSURANCE CELL

IQAC must commence the outcome analysis of all the post accreditation initiatives and assess the impact of the same during the AAA audit. Vice Chancellor suggested that a SOP be made for the Impact analysis.

**Action taken: The SOP for Impact analysis was prepared and approved by the Vice-chancellor. The same will be submitted to the next BOM for approval.**

IQAC Coordinator

To  
The Heads of the Institutes  
IQAC members

Copy to  
The Office of the Chancellor  
The office of the Pro-Chancellor  
The Vice-Chancellor, SBV  
The Registrar, SBV

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