

NISH

NATIONAL INSTITUTE OF SPEECH & HEARING

(An autonomous organisation under the Social Justice Department, Government of Kerala)

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Action Taken report on the decisions taken during the 11th meeting of the IQAC held on 15th Feb, 2018

Sl No	Decision Taken	Action Taken Report
1	To share the application developed by Mr Linesh to capture data digitally for AQAR with NISH staff and collect data.	Reminded Ms Raji N R and Mr Linesh Paul
2	Entrust canteen committee to take necessary actions based on the comments in the NAAC report about canteen services	Informed the canteen committee. Steps are being taken by the canteen committee.
3	Constituted subcommittee to develop a mechanism to collect feedback from students on all the 7 quality criteria specified by NAAC/UGC	Subcommittee decided to use the same format developed as part of OBCD to collect feedback from stakeholders for 1. Curriculum development 2. Teaching & Learning
4	Entrust Ms Daisy to develop a purchase monitoring mechanism	Action taken by admin
5	Entrust Ms Daisy to ask Mr Vishnu to keep a maintenance register and do the maintenance works like mending the broken curtain rods, loose network cables without delay	Action taken by admin
6	HODs to entrust staff from their departments to send reminders about the expiry of warranty/AMC to Admin and the Admin team to do the required process for the renewal	Informed HoDs and Admin
7	To inform Admin department to take necessary action to reduce reverberation in class rooms.	Action being taken by Admin

Surya

IQAC Coordinator

For *[Signature]*

Executive Director

We are here because, we care

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