

# SHRI G S INSTITUTE OF TECHNOLOGY & SCIENCE, INDORE

## Action Taken Report (ATR) of 13<sup>th</sup> IQAC Meeting held on 28/06/2023

Date: 14.09.2023

805

As per the minutes of 13<sup>th</sup> IQAC meeting held on 28/06/2023, following action have been taken: *806*

### 1. To discuss the progress of Self Study Report for the purpose of NAAC accreditation application

**Action Taken:** Internal audit committee has visited all the departments to assess the progress of data required from departments/sections for preparing SSR. A committee has been formed to compile the data of all the departments/sections to prepare the SSR. The committee has been working for the same.

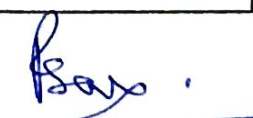
### 2. Any other matter with the permission of chair

#### Actions taken:

1. A letter to CIDI and IDEA Lab has been written to prepare the goal and activity annual calendar. Further the CIDI and IDEA Lab are requested to evolve a system for identifying mentor faculty and students from each department who can work on projects received from industries being contacted to them.
2. A committee for screening question papers (Question paper screening committee) has been formed for reviewing and evaluating examination question papers to ensure their quality, fairness, and appropriateness in line with the guidelines of the institute and AICTE exam reform policy at the end of each semester examination. The committee may also review the mid semester examination papers. The committee will prepare a report for feedback to the department, which will also be communicated to the concerned faculty for improvement.
3. The Physical Stock Verification committee (as formed annually), will also be required to include in their report about the usage of the available resources and mention clearly the redundant resources of the department/sections/Library/Hostels/Guest house of the institute. The information has been asked in the following format:

S. No.	Name of equipment	Quantity	year of purchase	Approx. Cost (Rs.) Above Rs. 1 Lakh	Equipment condition (in order/out of order)	Usage (Practical/Research/No usage)	Remark if any

  
Co-ordinator (IQAC)

  
Chairman (IQAC)

## SHRI G. S. INSTITUTE OF TECHNOLOGY & SCIENCE, INDORE

No. Stores/Stock Verification/2023-24 804

8<sup>th</sup> September, 2023

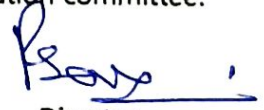
14 SEP 2023

### ORDER

Effective utilization and sharing of resources within the institute is essential for optimal efficiency and cost-effectiveness. It involves identifying available assets such as laboratory equipment and other resources. This process fosters collaboration and reduces resource redundancy among departments/sections, saving time and money. In view of this, the Physical Stock Verification committees, formed as per order No. Stores/Stock verification/2023-24/652 dated 23<sup>rd</sup> August, 2023, is also required to include in their report about the usage of the available resources and mention clearly the redundant resources of the department/sections/Library/Hostels/Guest house of the institute. The information may be given in following format:

S. No.	Name of equipment	Quantity	year of purchase	Approx. Cost (Rs.) Above Rs. 1 Lakh	Equipment condition (in order/out of order)	Usage (Practical/Research/No usage)	Remark if any

The above format should be completed by internal committee of the concerned department/section. The same will be checked and verified by the stock verification committee.

  
Director  
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Copy to;

1. All Heads of Deptts./Section In-charges/All Hostel Wardens/Prof. In-charge Guest house
2. All members of the Annual Stock Verification Committees
3. Director Office
4. Dean Admn. Office