


**Hope Foundation's
Finolex Academy of Management and Technology**

Action Taken Report

Action taken report on IQAC meeting held on 9th June 2017 to be presented in next IQAC meeting.

Sr.	Decision/Suggestions	Action taken
1	Checklist of documents to be maintained	Implemented via circular Cir/316/2017 dated 14 th June 2017
2	Instructions, Guidelines and Minimum Specifications for programs organized/participated by departments	Implemented via circular Cir/317/2017 dated 14 th June 2017
3	Instructions, Guidelines and Minimum Specifications for committees.	NAAC Co-coordinator has initiated the work of preparing guidelines along with file system for committee
4	Academic Audit Report	Academic Audit Report was provided to respective departments for necessary action.


Dr. Kaushal Prasad
Principal
IQAC Chairperson & Director