

Module 3

Quality Planning, Meetings & Action Taken Reports

Professional Certificate Course in IQAC Management & NAAC Preparedness · Week 3 of 10 · Live session, 45–60 minutes · Delivered on Google Meet

What this module covers

Most IQACs meet on schedule. Far fewer IQACs meet in a way that changes anything the following month. This module is built around that gap — running a meeting that produces real decisions, and following those decisions through to a documented Action Taken Report (ATR).

By the end of this module, participants will be able to:

- Prepare and circulate an effective IQAC meeting agenda
- Run a meeting that records decisions, not just discussion
- Maintain proper attendance and minutes records
- Prepare an Action Taken Report (ATR) and track it to closure
- Carry pending items forward instead of letting them quietly drop

This is one of ten modules. The full course includes a live weekly session for every module, hands-on practice tools, and a complete printed/digital booklet covering all 10 modules.

From the Session

Running an Effective IQAC Meeting

Here is a short excerpt from how this segment is delivered live (the session itself runs in Hinglish for accessibility; this preview is presented in English).

“Let's be honest about something. Almost every IQAC we work with holds its meetings. Very few IQACs can show us, a year later, exactly what changed because of those meetings. The meeting happened. The minutes were filed. But nothing moved.”

“The difference is never the meeting itself — it is what happens in the three weeks after it. A meeting only counts if it produces three things: a decision that is specific enough to act on, a person who owns that decision, and a date by which it must be done.”

“So before we look at the ATR template, I want you to notice the shape of a good agenda item. 'Discuss library modernisation' is not an agenda item you can act on. 'Approve budget for library e-resource subscription, Criterion 3 evidence gap' is. One produces conversation. The other produces a decision.”

“And once a decision is made, it does not live in the minutes alone. It moves into the Action Taken Report, with an owner and a date — and at the start of your very next meeting, before any new business, you check that ATR first. That single habit, checking last time's ATR before raising anything new, is what separates an IQAC that functions from one that only meets.”

This segment is followed by a live walkthrough on the Sample College case, and then hands-on practice preparing an ATR — using dummy institution data, never a participant's own college data.

Take-away Template

Action Taken Report (ATR)

Generic template. Fill this after every IQAC meeting to track decisions through to closure.

Institution Name: _____

Academic Year: _____

Meeting Date: _____

Meeting No.: _____

Agenda Item	Decision Taken	Action Required	Responsible	Target Date	Status

Reminder used in the session: start every meeting by reviewing the previous meeting's ATR before raising new agenda items — this is what keeps decisions from quietly dropping.

This sample covers one of ten modules. The full course (■47,999 + GST) includes all 10 live sessions, a hands-on tool for every module, and a complete printed/digital booklet covering all modules. Contact: +91 70425 06851 · mailtobhavyagyan@gmail.com · bgcglobal.in