

# NISH

## NATIONAL INSTITUTE OF SPEECH & HEARING

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### **Action Taken report on the decisions taken during the 1<sup>st</sup> meeting of the IQAC held on 28<sup>th</sup> May 2015**

Sl No	Decision Taken	Action Taken Report
1	Make documentation a habit and setting benchmarks for the processes	Reminded the IQAC members over phone to do this.
2	Maximum utilisation of IT	Entrusted system administrator to offer IT related trainings to staff members as and when needed
3	Skill matrix for staff and students	Entrusted Ms Praveena and Ms Raji NR to develop skill matrix for students  Entrusted Ms Raji NR to develop staff skill matrix

*Shirley*

**IQAC Coordinator**

**Executive Director**