

**Action Taken Report (Meeting held on 22/10/2024)**

1. Ensured smooth functioning of academic and administrative activities through regular monitoring.
2. Strengthened coordination among departments and committees for efficient workflow.
3. Initiated and maintained digital repository in all departments and administrative sections.
4. Promoted systematic digital documentation of records, reports, and activities across all areas.



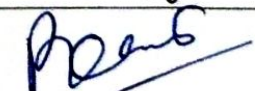
**Purpose of the Meeting**

The meeting was conducted among the IQAC Coordinator, Eco Club members, and the Principal to plan the observance of World Earth Day through awareness initiatives focusing on sustainable practices.

**Meeting Agenda:**

1. Plan the observance of World Earth Day.
2. Organize a talk and demonstration on Sustainable Waste Management.
3. Promote environmental awareness among students and staff.

**Members Present:**

Sl No	Name	Designation	Sign
1	Dr Santosh Kumar	Principal	
2	Shri Nayan Basu	Advisor	
3	Dr Sanjukta Bhattacharjee	IQAC Coordinator	
4	Mrs. Purnima Das	Convenor, ECO Club	


**Meeting Minutes**

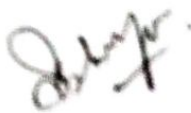
1. The IQAC Coordinator presented the Action Taken Report (ATR) of the previous meeting held on 22/10/2024. The members expressed satisfaction over the smooth functioning of the college and the successful implementation of digital repositories across departments.
2. The Principal emphasized the importance of environmental responsibility and encouraged initiatives that promote sustainability within the campus.
3. It was proposed to observe World Earth Day by organizing a talk and demonstration on Sustainable Waste Management to create awareness among students and staff.

4. The Eco Club Convenor, Mrs. Purnima Das, and Advisor, Mr. Nayan Basu, discussed the plan for conducting the programme, including practical demonstrations on waste segregation and eco-friendly practices.
5. The members unanimously agreed to conduct the programme collaboratively under the guidance of IQAC and the Eco Club.

#### **Decision and Next Steps**

- ❖ To organize a talk and demonstration on Sustainable Waste Management on the occasion of World Earth Day.
- ❖ To actively involve students and faculty in promoting eco-friendly practices on campus.
- ❖ To continue strengthening environmental initiatives as part of institutional best practices.

  
Principal  
Pranab College  
Dimapur - Nagaland  
Principal  
**PRANAB COLLEGE**  
Dimapur, Nagaland

  
IQAC Coordinator  
Pranab College  
Dimapur - Nagaland  
IQAC  
Coordinator  
**PRANAB COLLEGE**  
Dimapur, Nagaland