



GLOBAL ACADEMY OF TECHNOLOGY
Autonomous Institution Affiliated to Visveswararaya Technological University
Approved by UGC, AICTE and Govt of Karnataka



Office of the Internal Quality Assurance Cell

ACTION TAKEN REPORT ON THE OUTCOMES OF ACADEMIC AND ADMINISTRATIVE AUDIT FOR THE AY 2026-27

Name of the Department: **BASIC SCIENCES AND HUMANITIES (Physics)**

Parameter No.	Page No.	Key attributes to be addressed (As notified in the audit report)	Action taken on the key attributes	Proposed timelines to achieve the desired results, if any
1	91	Course matrix to be shared with faculty members and faculty course preferences to be collected.	The Physics course matrix were mailed to faculty members and course preferences were collected through google forms. The allocation process is being documented.	completed
2	91	Courses to be allotted to faculty according to their competencies.	Faculty competencies and subject expertise were reviewed while finalising course allocation. A consolidated competency and course-allotment record is maintained for departmental documentation.	completed
3	91	Curriculum design and review after allotment to be documented through pre-commencement meeting proceedings, email, MOM and geotagged photographs.	Pre-commencement course review and curriculum-related discussions were documented in the course files. The proceedings and relevant supporting records are being shared through official email and maintained as departmental evidence.	Will implement immediately
4	91	Attendance registers to be ready with Strategic Statements, COs, Target Level, Average Matrix Score and Instructional Plan.	Physics attendance registers were maintained with the required academic details, including Strategic Statements, COs, Target Level, Average Matrix Score and Instructional Plan. The practice will be continued and periodically verified.	completed
5	91	Proposed rubrics for evaluating laboratory experiments and alternate assessment tools to be maintained.	Laboratory manuals were maintained with well-articulated rubrics for evaluation. Rubrics for alternate assessment tools are also being reviewed and standardised wherever applicable.	Will implement immediately
6	91	Approved timetable to be shared with students.	The approved timetable is being communicated to the concerned Physics faculty and students through the prescribed institutional communication channels. Evidence of circulation is maintained.	Before commencement of classes

7	92	Approved Department Calendar of Events to be shared with students.	The Department Calendar of Events is communicated to students through the prescribed institutional communication channels, and the communication record is retained for documentation.	At the beginning of the semester / as revised
8	92	Department readiness for fostering the self-learning component as prescribed by the National Credit Framework.	Self-learning activities are being incorporated into Physics course planning through guided learning resources, problem-solving activities, assignments and other appropriate learner-centred activities.	Planning for the self learning component before the commencement of classes.
9	92	Workload ratification for HODs, Professors, Associate Professors and Assistant Professors.	The Physics faculty workload was reviewed with respect to course allocation, teaching hours and departmental responsibilities, and the required workload documentation is maintained.	Communicated to all faculty members through mail.
10	92	Attendance/NSSR Policy of the Institution to be explicitly announced.	The institutional Attendance/NSSR policy is communicated to students at the beginning of the semester through the Induction program.	COE has given a session during the Induction program on 10-09-2026.

N.V. G. 12/09/2026
Signature of the HOD with Date

Head of Department, Physics
Global Academy of Technology
Bangalore 98

12.09.2026
Signature of the Principal with Date
PRINCIPAL

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