

ACTION TAKEN REPORT BY IN-HOUSE WINGS

(Period: –)

Name of In-House Wing: _____

Section A (Meetings)

(To be recorded in chronological order)

1. Title of the meeting: _____

Date: _____

Agenda: _____

No. of members present: _____

Resolutions adopted (if any): _____

2. Title of the meeting: _____

Date: _____

Agenda: _____

No. of members present: _____

Resolutions adopted (if any): _____

3. Title of the meeting: _____

Date: _____

Agenda: _____

No. of members present: _____

Resolutions adopted (if any): _____

Section B: (Activities/Events)

1. Title of the activity/event: _____

Brief description of the activity/event _____

No. of participants: Faculty Members _____ Students: _____ Others: _____

Outcome of the activity/event: _____

Photo 1	Photo 2

2. Title of the activity/event: _____

Brief description of the activity/event _____

No. of participants: Faculty Members _____ Students: _____ Others: _____

Outcome of the activity/event: _____

Photo 1	Photo 2

Name of convener/coordinator of the In-House Wing: _____

Signature: _____

Date: _____