

Meeting-1

Date: - 17 January-2016

Place: - Principal Office

The IQAC conducted its first meeting after its inception in the Principal Office of the college. All the members of the IQAC participated in the meeting. The meeting started with general discussion on the role of the IQAC to improve the quality of overall functioning of the college.

Agenda: -

The main agenda for meeting was a under:

1. Objectives and functions of IQAC
2. Proper composition of IQAC
3. To find the flaws in the internal quality of the system in the college.
4. To device a mechanism to collect the features from the stockholders.
5. To enhance the overall quality of the functioning of the college.

Minutes of the meeting: -

1. The meeting started with general introduction of the members of the IQAC.
2. The objectives of the IQAC which are to be achieved were discussed.
3. The valuable suggestions were taken from the entire member to improve the quality of the functioning and teaching learning programme of the college.
4. The discussion was made to form the feedback pro forma as a way to find the feedback from the stock holders.
5. Different aspects to be included in the feedback pro forma were discussed.
6. Different member was deputed to design and collect the feedback from different kind of stockholders like students, teachers and parents.
7. A discussion was conducted on the teaching process and the concept of the course fill was finalized and implemented in order to improve the quality of teaching learning process.

Meeting-2

Date: - 12-October-2016

Place: - Office of the IQAC

Agenda: -

The second meeting of the IQAC was held at the Office of the IQAC. The main agenda for meeting was as under:

- To review the implementation of the recommendation of the previous meeting.
- To discuss feedback from students, teachers and parents.
- To discuss all remedial measures to remove, all shortcomings, if any, to bring improvement in the quality of the functioning of the college in all spheres.
- To discuss regarding NAAC accreditation.
- To discuss the schedule of PTA meetings.
- To discuss the implementation of the academic calendar.
- To discuss initiatives for the weak and meritorious students.
- To plan the events of the college annual Function "Satrang".

Minutes: -

The minutes of the meeting-2 are given as under:

1. It was decided not only to improve the infrastructure of the college but also teacher quality and reasons to facilitate the overall teaching learning programme.
2. The members discussed and put their suggestion to introduce New courses in the college.
3. The members gave their recommendations to increase their books in the library.
4. It was also discussed to form library Advisory committee to bring improvement in the library services in the college.
5. It was also decided to enhance outreach programme of the college.
6. It was also considered to improve the departmental libraries in Addition to the Main Library in the college.
7. It was decided to encourage the department to start their own departmental journals.
8. It was also discussed and emphasized on the organization of extension lecture and conferences by various departments of the college.
9. It was also considered to establish research and information resource centre to give impetus to research activities in the college.
10. It was decided to submit SSR early as possible.
11. It was decided to suggest all the departments to organize PTA, remedial and boost up classes.
12. It was decided in the unison to conduct the college annual function "Satrang" in the month of April.

Meeting-3

Date: - 14-April-2017 Place:

- Office of the IQAC Agenda:

The third meeting of the IQAC was held at the Office of the IQAC. The main agenda for meeting was as under:

- To review the implementation of the proceedings of the previous meeting.
- To review feedback to improve the teaching learning activities.
- To give impetus to research activities in the college
- To enhance information and other requirements of newly constructed academic blocks.
- To organize workshops, seminars and educational tours.
- Regarding internal examinations and internal assessment.
- To design transparent admission policy.
- To issue instructions to the department regarding Academic Calendar for the next session.
- To issue instruction regarding the submission of the activities of various cells and committees.

Minutes of the meeting: -

The decision was also made to conduct workshop for teaching and non-teaching staff for the preparation of NAAC inspection that is scheduled to hold in the coming session.

1. The members put emphasis on the use of ICT enabled tools and e-resources.
2. It was also decided to enhance information resources.
3. Crash courses for both internal and external students was also planned which are to be conducted in the college.
4. It was also decided to ask all the departments to supply for ISSN for their department journals.
5. It was also discussed and decided to establish Publication Cell of the college for publications.
6. The member also made a decision to improve the college website including more online resources other interactive features.
7. It was decided to follow the reservation policy of the university and to have online admission
8. It was decided that the department should submit of Academic Calendar.
9. It was decided to direct the conveners of various cells and committees to maintain proper record of the conducted activities.

Meeting-4

Date: - 12-july-2017 Place: -

Office of the IQACAgenda: -

The fourth meeting of the IQAC was conducted at the Office of the IQAC. The main agenda for meeting was as under:

- To review the recommendations of the previous meeting.
- To review the preparations done for NAAC visit.
- To discuss Academic Calendar.
- Regarding Faculty Development programme.
- To Organize Orientation for the students.
- To interact with the departments and cells to review the various activities accomplished by them.

Minutes of the meeting: -

The following points were agreed upon:

1. That the IQAC Co-coordinator and few senior members will co-ordinate with the various departments to ensure proper NAAC preparations.
2. That guidelines relating to Academic Calendar will be issued.
3. That organization of Faculty Development programme in the last week of July will be ensured.
4. That conduction of orientation programme for the student before the commencement of the session will be ensured.
5. That the activities of the departments and the cells will be overviewed and checklists relating to their respective department and cells will be issued.