

Minutes of Meeting of IQAC held on 6th July 2019 at 12:30 pm

1. The Principal addressed the meeting and welcomed all the members. The minutes of the meeting held on 22nd April 2019 were read and confirmed.
2. To emphasize on certain areas like extension services and research.
3. Training to be provided to the staff members in order to enable them to maintain proper documentation.
4. Members also discussed about establishing systems and procedures for maintaining and utilizing physical, academic and support facilities like departments, computer lab, library, sports facilities, etc. and formally document it.
5. All departments, committees and cell to submit the yearly plan of action for the academic year 2019-2020.
6. Various policies to be finalized
7. E-Waste bin has been installed and the proper procedure of E-waste management need to followed.
8. The meeting was concluded with vote of thanks by the Principal.

Action Taken Report

- E-waste bin was purchased
- Various administrative and academic policies were prepared.
- System of Procedures were prepared for different departments and physical, academic and support facility.
- The yearly plan of all departments and committees were submitted to the IQAC.