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 comiittees were submitted to the IQAC.

SECOND Meeting

7th September 2019

Minutes of Meeting of IQAC held on 7th September 2019 at 11:30 am

1. The Principal addressed the meeting and welcomed all the members. The minutes of the meeting held on 6th July 2019 were read and confirmed.

2. It was informed by the Principal that as a Quality initiative IQAC has signed the Paramarsh MOU with KES College.

3. To review NAAC preparedness

   - Reports & Minutes of Meeting of all committees, cell and department has to be completed.

   - All verifications suggested by the Paramash committee members during college visit need to be taken care and modified wherever required.

   - Labelling of all assets like chair, table, computers, printers, etc need to be completed.

ATR

- Suggestions given by Paramarsh members were implemented.
- Infrastructure asset labelling completed and the register is maintained.

24th March 2020

- All criteria conveners were informed to go through the new manual and make changes in their metric response accordingly.
- All Qualitative metrics were discussed so as to add and delete relevant information. The Principal asked all members to give quality inputs according to the criteria.
- It was also discussed that since we are now supposed to work online from home so all information should be shared in whatsapp group and data to be stored in shared drive.
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