

## **Minutes of the meeting of IQAC held on 16<sup>th</sup> October, 2018 at 11.30 a.m.**

1. First meeting of IQAC was held on 6<sup>th</sup> October 2018. It was attended by all teaching and non-teaching faculties of the college.
2. The Principal addressed the meeting and welcomed all the members for the first meeting of IQAC and announced that Prof. Sweta Kumar is appointed as IQAC Coordinator.
3. The IQAC objective, aim and composition was discussed. The purpose of IQAC formation was also explained that help in the quality improvement in the college.
4. It was also discussed that IQAC would work as a Nodal agency to sustain the quality in all the activities of the college.
5. It was discussed that NAAC manual for affiliated college should be referred for understanding the NAAC procedure.
6. The perspective plan was proposed by all the members and following points were presented-
  - Organizing inter college events in college.
  - Welfare measures for teaching and Non-teaching staff was discussed

The meeting was concluded after IQAC Coordinator proposed a formal Vote of Thanks.

## **Action Taken Report**

1. The Principal discussed about the aims and objectives of IQAC with all the present staff members.
2. Decided to organize Workshop on “NAAC New Methodology”.
3. Perspective Plan for five years was finalized and approved by the Managing trustee.
4. It was planned to organize Inter College Fest.
5. The Welfare measures for teaching and non-teaching staff was finalized.