

Meeting-4

Date: - 12-july-2017

Place: - Office of the IQAC

Agenda: -

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 coordinate 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.