

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 as 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 devise 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.