



Date: 01/09/2016

IQAC Minutes of Meeting-02

Agenda:

1. Introduction of IQAC members by chairperson.
2. Significance of IQAC.
3. Approval of vision, mission, objectives and functions of IQAC.
4. Finalization of parameters of data audit.
5. Discussion on Academic and Administrative Audit report draft..
6. Identification of Slow and Advanced Learners.

Minutes of Meeting:

1. Dr. P. K. Srivastava, Principal, ISB&M School of Technology, initiated meeting and welcomed the members of IQAC committee.
2. Coordinator of IQAC explained need of establishment of IQAC.
3. Chairperson presented the Vision, Mission, Objectives, Quality policy and Functions of IQAC to all members and taken approval for the same.
4. Chairperson presented the key parameters like curriculum, Teaching, Learning and evaluation, Research, consultancy, extension activities, learning resources, Innovation and best practices to monitor the growth of institute.
5. Committee also decided to conduct Academic and Administrative Audit through internal members of institute and report must be presented to IQAC for further improvement and suggestions. It is decided to conduct AAA in month of December every year.
6. IQAC members unanimously decided to initiate following quality initiatives
 - 1) Faculty development program.
 - 2) Certificate Courses
 - 3) Organizing technical events, seminars and workshops



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- 4) Organizing soft skill sessions like communication skill, group discussion and interview techniques.
- 5) Research and Publication enhancement by faculty and students.
- 6) Initiate "Paper Less Campus"
- 7) Initiate "Village Adoption" through NSS.
7. Committee decided that IQAC can conduct meetings with internal members whenever necessary with due permission of external members for urgent issues if any.
8. It is also decided that Academic Monitoring Committee (AMC) will play a role of implementation of academic, curricular and extra-curricular activities.
9. Committee decided that AMC will take necessary steps to identify the slow and advanced learners and provide required remedial coaching and resources accordingly.

Dr. P. K. Srivastava

Principal