



Date: 05/12/2016

IQAC Minutes of Meeting-03

Agenda:

1. Review of activities conducted in previous semester.
2. Action taken report of previous IQAC meeting (01/09/2016).
3. NAAC work status.
4. Alumni Meet.
5. Plan for new activities.
6. Faculty Exchange Program with other institute.
7. Starting Students Chapter.
8. Discussion on Academic and Administrative Audit report.


Minutes of Meeting:

1. IQAC coordinator opened up meeting and welcomed all committee members, later presented a report on all activities suggested by IQAC in last meeting.
2. Chairperson Dr. P. K. Srivastava, appreciated work presented by IQAC coordinator and stated the action taken report to committee.
3. IQAC coordinator presented the work status of NAAC and stated the plan of action for further work.
4. Chairperson Dr. P. K. Srivastava suggested planning Alumni meet, parent meeting for upcoming semester, later he put forth the plan of activities like seminar on different topics, guest lecture for difficult subjects, soft skill and aptitude session for students.
5. Management representative Dr. Anirban Sengupta given suggestion to offer internship for final year and third year students during vacation. He talked about importance of internship for outgoing students.
6. Chairperson Dr. P. K. Srivastava put his view on importance of internship and suggested to offer internship for advanced learners.



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7. Chairperson Dr. P. K. Srivastava suggested to enhance the number of certificate courses and asked to conduct workshop and certificate courses at department level. He put forth the idea of knowledge enhancement through faculty exchange program, which was supported by all committee members.
8. All committee members unanimously decided to strengthen the Industry Institute Interaction through Placement Assistance Cell and at department level also.
9. Heads of department planned to start the student chapters for each department, like ACM, ASHRAE and IEEE which is supported by all committee members.
10. Chairperson Dr. P. K. Srivastava presented the Academic and Administrative Audit Report to committee members.


Dr. P. K. Srivastava
Principal