



Date: 06/12/2018

IQAC MINUTES OF MEETING-07

Agenda:

1. Previous semester assessment.
2. Action taken report of previous IQAC meeting (06/06/2018).
3. Preparation of NAAC peer team visit.
4. Alumni Meet, Parent Meet.
5. Online Test, Student feedback through ERP.
6. Use of ERP for Learning material distribution.
7. Review of workshops, Certificate Courses, Internships for students.
8. Discussion on Academic and Administrative Audit.
9. Plan for academic, curricular and extra-curricular activities

Minutes of Meeting:

1. IQAC coordinator welcomed all committee members; he presented report of all activities conducted in previous semester. He also presented the action taken report on previous IQAC meeting.
2. IQAC chairman Dr. P. K. Srivastava discussed about planning NAAC peer team visit. He instructed all heads of department to keep all files properly as per requirements. He instructed IQAC coordinator to keep all criteria files ready and easy to accessible. He instructed all heads to conduct online test and take student feedback through ERP to encourage the ICT use. He also asked to upload learning material on ERP.
3. Chairperson Dr. P. K. Srivastava presented the plan for current semester including academic activities, curricular and extracurricular activities, alumni meet and parent meet.
4. All heads of department given review on workshops, Certificate Courses, Internships.
5. Dr. P. K. Srivastava discussed about Academic and Administrative Audit report and presented action to be taken on different points mentioned in report.
6. All committee members agreed to start necessary action on AAA before NAAC peer team visit.
7. IQAC coordinator concluded meeting by presenting highlights of meeting.

Dr. P. K. Srivastava

Principal