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Internal Quality Assurance Cell (IQAC)

Agenda and Minutes of Meeting

Session (2018-19)

29-11-18

Agenda

1. Submission of AQAR information to IQAC.
2. Maintenance of records for NAAC.
3. Conducting pre-final exams.
4. Discussion on measures to be adopted for dealing with short attendance cases.
5. Discussion on celebration of Science Day and Mathematics Day.
6. Delegation of college website updation duty.
7. Submission of academic audit.

Minutes

1. Criteria-wise information to be submitted in hard and soft copy to IQAC coordinator by 26-1-2019.
2. Teachers to maintain records in the form of files and registers for the forthcoming second cycle of NAAC in 2020.
3. Prefinal exams to be conducted in the month of January-February.
4. Students with short attendance below 30% to submit solved examination papers of 5 years, students with short attendance between 30-60 % to submit 2 years solved papers and those with short attendance between 60-75 % to submit solved papers of 1 year.
5. Science Day celebrations to be held on 21-1-2019 and 23-1-2019 to be celebrated as Mathematics Day marked with different competitions.
6. Mr. S.K. Dubey to be delegated with the responsibility of college website updation work.
7. All the departments to submit the academic audit work to IQAC latest by March, 2019.