

## IQAC meeting

Year	Main Activity	Dates	Minutes
2016-17	Staff Meeting with Principal	28/7/2016	<ul style="list-style-type: none"> <li>- Academic calendar planning</li> <li>- New year meeting</li> <li>- Discussion about NAAC Process</li> <li>- Core values</li> </ul>
	Department Heads and librarian	24/10/2016	<ul style="list-style-type: none"> <li>- Discussed about organize SEMINAR</li> <li>- Talked about registration of journals / Magazines</li> <li>- Criteria details</li> <li>- Promotion of the use of Technology</li> <li>- Students participation and activities</li> <li>- Exams administration</li> </ul>
	Staff Meeting	19/11/2016	<ul style="list-style-type: none"> <li>- Smart class room required equipments like projectors, notice board etc</li> <li>- Installation of Sound system</li> <li>- Focus of Assessment</li> <li>- Quality indicators Framework</li> <li>- Alumni calling</li> </ul>
	Staff Meeting with Principal and librarian	20/ 4/2017	<ul style="list-style-type: none"> <li>- Discussion about staff profile</li> <li>- Grievance cell activity</li> <li>- Action taken report of all committee</li> <li>- Teaching learning and Evaluation</li> <li>- Feedback system</li> <li>- Teacher profile and Quality</li> <li>- Library as a learning Resource</li> </ul>
2017-18	Staff Meeting with Principal	19/ 7 /2017	<ul style="list-style-type: none"> <li>- Academic calendar planning</li> <li>- Promotion of research and facilities</li> <li>- Research publication</li> <li>- Extension activity</li> <li>- Best practices</li> <li>- Hostel committee and students demands</li> <li>- Parents meeting planning</li> </ul>
	Staff Meeting and Trustees	4/8/2017	<ul style="list-style-type: none"> <li>- Revised Assessment and Accreditation Framework</li> <li>- SGS- System Generated Scores</li> <li>- Evaluation system</li> <li>- Planning of parents meeting</li> </ul>
	Staff Meeting and representative of Trust	5/9/2017	<ul style="list-style-type: none"> <li>- Physical facility for differently able students</li> <li>- Discussion about Updating of canteen and its facility</li> <li>- Get permission from Trustees to clear the Problem of small termite / white and</li> </ul>

	Principal meeting with IQAC Committee	22/11/2017	<ul style="list-style-type: none"> <li>- Preparation of AQAR next year</li> <li>- Got Permission to build up cultural hall in campus</li> </ul>
	IQAC Coordinator and IQAC Committee	19/12/2017	<ul style="list-style-type: none"> <li>- SSR groundwork and data collecting</li> <li>- Design a team for vivid data collecting</li> <li>- Action taken report of all committee</li> <li>- cultural hall</li> </ul>
	IQAC Coordinator and IQAC Committee	17/1/2018	<ul style="list-style-type: none"> <li>- Annual Exam related setting up</li> <li>- Discussion on common Toilet renovation</li> <li>- Talked on Subject wise Journal registration – subscription</li> <li>- Hostel committee and students demands</li> </ul>
	Staff Meeting with Principal and librarian And Admin staff	14/2/2018	<ul style="list-style-type: none"> <li>- Preparation of AQAR next year</li> <li>- Extra coaching planning</li> <li>- Books selection for Library</li> <li>- Re-table admin services for students</li> </ul>
2018-19	Staff Meeting with Principal	16/7/2018	<ul style="list-style-type: none"> <li>- Admission process and academic calendar planning</li> <li>- Welcome function arrangement</li> <li>- IIQA Data Collection</li> </ul>
	Staff Meeting with Principal	18/8/2018	<ul style="list-style-type: none"> <li>- Discussion on New system of exam pattern changed by University</li> <li>- Planning of AQAR reporting</li> <li>- Yuvak Mahotsav preparation</li> <li>- Discussion on different criteria and sub criteria</li> <li>- Data collection of AQAR</li> <li>- Data Collection of IIQA from all committee</li> </ul>
	Meeting with IQAC and staff members with librarian	8/9/2018	-
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