

Minutes of IQAC Meetings (2019-20)

12.07.19

Agenda: Meeting to discuss the guidelines regarding online submission of AQAR

Discussion: Helpline desk of NAAC was contacted to get information about the online submission of AQAR. They said that online registration of college on NAAC portal was required. Then within three months from the date of initiation of data filling (online filling in of Part A onwards), college has to submit the AQAR.

22.07.19

Agenda: Meeting to remove old phone wires from IQAC room:

Discussion:All members had decided to remove the old phone with wires. It was not working. There were too many wires impeding cleaning and movement.

13.08.19

Agenda: Meeting to organize the talk on Quality education by Dr.JayantiDutta.

Discussion: Meeting of all members were held to organize the talk on Quality education by Dr.JayantiDutta after August 21, 2019. All members had decided more workshops and seminars under IQAC.

29.08.19

Agenda: Meeting to discuss the guidelines regarding online submission of AQAR

Discussion: Meeting of all members were held to discuss AQAR submission. All the members had decided to start to collect the data for timely submission of AQAR.

09.10.19

Agenda: Meeting to collect the data for AQAR

Discussion: Letters to principal and Librarian were sent to furnish the details about college administration, infrastructure, admission, number of students, gender, caste wise as per criterions for AQAR 2018-19 submission.

20.11.19

Agenda 1: To update the data for AQAR.

Agenda 2: To discuss the future plans.

Agenda 3: To improve feedbacks

Discussion: A Meeting was held with various stakeholders like heads, Coordinator, Deans, Faculty members, student head to discuss

- 1. Update information pertaining to department and individual achievements.**
- 2. Future plans for departmental activities**
- 3. Plan of action for next semester**
- 4. Students to provide input about improvement of feedbacks.**
- 5. Streamlining the departmental data regarding research etc.**
- 6. Student leader were asked about various activities.**

Action Taken Report

- ❖ **Helpline desk of NAAC was contacted to get information about the online submission of AQAR.**
- ❖ **Lecture was organized the talk on Quality education by Dr.JayantiDutta after August 21, 2019.**
- ❖ **More Workshops/Seminars were organized under IQAC.**
- ❖ **Data was collected to submit the AQAR**
- ❖ **Letters to principal and Librarian were sent to furnish the details about college .**
- ❖ **Data regarding administration, infrastructure, admission, number of students, gender ,caste wise as per criterions for AQAR 2018-19 was collected.**
- ❖ **Students/Parent/ Alumni feedbacks were collected**
- ❖ **Information pertaining to department and individual achievements wasupdated.**
- ❖ **Future plans for departmental activities were formulated.**
- ❖ **Plan of action for next semester was prepared.**