Internal Quality Assurance Cell (IQAC)

Meeting: 06   **Date: June 17, 2019**

NOTICE

The IQAC meeting is arranged on June 24, 2019 at 11.00 A.M. in the Board Room. You are kindly requested to make it convenient to attend the same.

The Agenda of the meeting is as follows.

AGENDA

Item No. 01. Confirmation and review of minutes of 5th IQAC meeting held on 06/07/2019

Item No. 02. Review of ongoing NAAC Activities.

Item No. 03. Provision of smart class room/digital interactive board facility for effective teaching learning and updating in the existing CCTV

Item No. 04. Mechanism for the conduct of Academic Audit at Institute level

Item No. 05. Review of library infrastructure.

Item No. 06. Any other matter with the permission of Chairperson

Chairperson, IQAC   Coordinator, IQAC

Internal Quality Assurance Cell (IQAC)

Meeting: 06   Date: June 26, 2019

Minutes of the IQAC meeting held on June 24, 2019

Item No. 01. Confirmation and review of minutes of 5th IQAC meeting held on 06/07/2018:

- The Chairperson, opened the meeting by welcoming IQAC members, briefed the activities organized in academic year 2018-2019 and handed over the session to IQAC Coordinator.
- IQAC Coordinator read the minutes of meeting held on 06/07/2018 and briefed about the agenda of the meeting.

Item No. 02. Review of ongoing NAAC Activities:

- NAAC Coordinator highlighted the point's related to respective Criteria-I to Criteria VII of NAAC and narrated the status of NAAC work and briefed about the updating of the respective criteria's.

Item No. 03. Provision of smart class room/digital interactive board facility for effective teaching learning and updating in the existing CCTV:

- IQAC Coordinator brought to the notice of committee members that students are more eager to learn the subject through interactive teaching mechanism.
- He proposed to do provision of digital /smart interactive board for efficient teaching learning methodology.
- Thorough discussion was made and it was decided to purchase at least one smart/digital interactive board for each department.
- It was proposed to update the existing CCTV and also unanimously decided to install more CCTV cameras at defined locations at different floors.

Item No. 04. Mechanism for the conduct of Academic Audit at Institute level:

- The suggestion was approved by the Chairperson and other IQAC Members and decided to include following key points in the academic audit report.

  1) Verification of course files of the faculties
  2) Use of innovative ideas in teaching learning
  3) Dead stock verification.
  4) Maintenance and working status of all equipment in laboratory.
  5) New requirement for upcoming year.
  6) Usages and trial register.

Item No. 05. Review of library infrastructure:

- Chairperson informed the committee that suggestion regarding inadequate facility for library infrastructure and reference section was pointed out by faculty and students in the feedback forms.
- After discussion the decision was made to renovate library and separate provisions will be made for library and books section, reference section and study section.
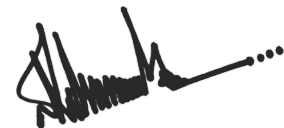
Item No. 06. Any other matter with the permission of Chairperson:

- IQAC Coordinator and members of the committee brought to notice that some projectors, Desktop and Air Conditioner are not functioning properly so there is need of maintenance.

Meeting ended with thanks to the Chairperson.

Chairperson, IQAC   Coordinator, IQAC