

Minutes of IQAC Meetings 2014-15

Date	Minutes of the meeting	Action Taken
09.06.14	<p>IQAC summoned a meeting of members in IQAC on 9-06-2014 in the Principals room. The meeting started with a silent prayer. The minutes of the previous meeting was presented and sought approval.</p> <p>Discussed about various activities to be conducted this academic year.</p> <ol style="list-style-type: none"> 1. Staff Training programme to be conducted. A skilled and renowned speaker is to be approached as our resource person. 2. Help-desk for new admission assistance. This will help the parents to know what are prospects of the courses and also the documents/fee required. <p>Meeting came to end at 01.30pm.</p>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> 1. Conducted staff training. 2. Help desk set for assistance during admission.
14.08.14	<p>IQAC summoned a meeting of the members of IQAC on 14-08-2014 in the Principals room. The meeting started with a silent prayer. The minutes of the previous meeting was presented and took the approval of the members present.</p> <p>Discussed and reviewed the activities of various cells and clubs and recommended that all in-charges should maintain proper records of the work done.</p> <ol style="list-style-type: none"> 1. Parents meeting to be conduct after the internal examination. 2. Arrange staff tour this year. 3. Improve the quality of the food served in the college canteen. 4. Promote the use CFL/LED lamps in the college as well in hostel. <p>Meeting came to end at 03.30pm.</p>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> 1. Conducted parents meeting. 2. Arranged a staff tour. 3. Steps initiated to improve the quality of the food served in the college canteen. 4. Installed few CFL and LED lamps in college and hostel.
12.12.14	IQAC summoned a meeting of the members	The following actions were

	<p>of IQAC on 12-12-2014 in the Principals room. The meeting started with a silent prayer. The minutes of the previous meeting was presented and sought the approval.</p> <p>Discussed and reviewed various activities. The following resolutions were taken</p> <ol style="list-style-type: none"> 1. Conduct Carol night. Invite all staff, students, their parents and neighbors. 2. Classes in even semester must be completed at least by second week of March, so that students get sufficient time for examination preparation. 3. Also decided to pre-announce the schedule for internal examinations at the beginning of current even semester. <p>Meeting came to end at 12.00pm.</p>	<p>taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> 1. Celebrated Christmas Carol night. 2. Instructions to class teachers to complete the curriculum on time. 3. Announced schedule for internal examinations much earlier.
20.03.15	<p>IQAC summoned a meeting of the members of IQAC on 20-03-2015 in the Principals room. The meeting started with a silent prayer. The minutes of the previous meeting was presented and got approval from members.</p> <p>Discussed and reviewed the activities conducted during the academic year. And further resolved the following:</p> <ol style="list-style-type: none"> 1. Conduct Academic Audit and Review in the beginning of the next year. 2. Assist all students preparing for university examinations by giving them study notes/ previous year question papers and keys etc. 3. Staff training to be organized during the next June. 4. News and events organized by various cells and departments must be reported in college website. <p>Meeting came to end at 04.00pm.</p>	<p>The following actions were taken according to IQAC recommendations:</p> <ol style="list-style-type: none"> 1. Conducted Academic Audit and Review. 2. Assisted all students for preparing university examination. 3. Organized staff training. 4. Published News and Events by various department and cells in college website.