

MINUTES OF IQAC (2018-19)

S.No	Date	Purpose	Action Taken
1.	18.06.2018	Planned Orientation Programme for new faculties	Orientation on “Importance of NAAC and its revised Criterion” was given to ten new faculties on 20 & 21.06.2018
2.	29.06.2018	Programme for non-teaching staff	Orientation on “Administrative Reforms” was given to five non-teaching staff on 14.07.2018
3.		Workshop on “Application of SPSS”	One Workshop on “Application on SPSS” for ninety four beneficiaries On 14.07.2018.
4.	13.07.2018	Prepare AQAR	Finished AQAR and send on 04.09.2018.
4.	06.08.2018	Conduct Faculty development programme on Google publications	One day workshop on Citation Analysis and Digital resources on 16.08.2018 for 40 faculty members
5.	14.08.18	Organise coaching class for NET/SET	Conducted coaching class for Faculty members from 25.09.2018 to 26.10.2018
6.	23.08.18	Sorted out the benchmark for this Academic Year	<ul style="list-style-type: none"> • MOU /Linkage atleast one per year. • Two publications per year • Creation of fund for project
5.	17.09.2018	Analysed the activities of different committees	Committee co-coordinators report the activities at the end of the month.
6.	15.10.2018	Planned for Academic Audit	Internal Audit was carried out on 27.10.18

			External Audit was carried out on 28.10.18
7.	26.10.2018	Evaluation of Action Plan of all the Department	Report was presented by all HOD's and coordinator of committees on 01.11.2018
8.	03.12.2018	Motivated to conduct one extension activity per month.	Extension Activity coordinator collected the details and presented the report
9.	05.01.2019	Documents to be maintained in the Department.	Monitored the regular updation of the documents.
10.	06.02.2019	Remedial measures to increase the pass percentage	Remedial coaching (two hours/week) for slow learners.
11.		Faculty development programme	One day workshop on "E-content development" on 23.02.2019 for forty four faculties.
12.	13.03.2019	One day workshop by research committee	Research committee organized UGC-NTA-NET/SET Preparatory programme for seventy seven beneficiaries on 23.03.2019
13.	10.04.2019	Designed On-line feedback on curriculum, library and infra structure	Collected online feedback from all the third UG and second PG students.
14.		Academic Audit	External audit on 24.04.2019
		Faculty development programme	Workshop on "Futuristic Approach Guidelines and Proposal for NAAC" on 25.04.2019