

MINUTES OF IQAC (2019-20)

S.No	Date	Purpose	Action Taken
1.	12.06.2019	Planned Orientation Programme for faculties	Orientation Programme on “The Lead To Be Led” was organized on 13.06.2019
2.	14.07.2019	Planned a workshop on Intellectual Property Rights	Faculty Development Programme on “Intellectual Property Rights” was conducted on 25.07.2019
		Discussed on organising certificate course for all UG students	Designed Curriculum for the Certificate Courses and conducted classes regularly.
3.	17.08.2019	Planned to have a workshop for non-teaching staff	Orientation Programme on “Interpersonal & Communicative Skill” was organized on 04.10.2019
4.	11.09.2019	Planned to submit AQAR in third week of September	Finished AQAR and send on 20.09.2019.
4.	14.10.2019	Planned to have an academic audit of the odd semester	Academic Audit was conducted on 28.11.2019
5.	06.12.2019	Planned to organize training on “Ms-Excel”	A hands-on training was conducted on the 9 th & 10 th of October, 2019.
		Planned to organize training on “E- Resource Development”	Two Day workshop on “E-Resource Development” was organized on 12th and 13th of December, 2019
6.	08.01.2020	Planned to arrange a programme for quality circle members on leadership qualities.	Guest lecture on “Leadership Training” was organized for the “Quality Circle” members on 5th February, 2020
7.	07.02.2020	Evaluation of Startup Programme	Each Student attended two Startup Programmes during the academic year.