

## Session July 2014-June 2015

### Minutes of the Meeting of the IQAC (Internal Quality Assurance Cell) Govt. Nagarjuna PG College of Science, Raipur 492010, CG.

#### FIRST MEETING

Date: 15 July 2014

Chair: Dr Kalpana Sharma, the Principal Coordinator: Dr Seema

Gupta

Attended by teaching Faculty, Heads of departments, Sports, Coordinators of NSS, NCC, Red Cross, Autonomous Cell, Women Harassment Cell,

Agenda:

- Preparation of AQAR Discussions

and Resolutions:

- Reading out and approval of the minutes of the last meeting by the coordinator.
- Discussions on the AQAR format, the data and information to be collected and submitted to the IQAC by 19 July 2014.
- It was resolved that enhancement of computer skills was to be taken up urgently.
- The suggestions given in the NAAC report were to be implemented.
- It was resolved that the entire college would work in concord to develop and improve the college.

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#### SECOND MEETING

Date: 8 August 2014

Chair: Dr SVK Prasad, the Principal Coordinator: Dr

Seema Gupta Attended by the IQAC members

## Agenda:

- Approval of AQAR
- Discussion of Academic Plan 2014-15
- Discussion on Future Plans

## Discussions and Resolutions:

- Approval of AQAR
- It was resolved that copies of the NAAC report would be given to the heads of departments, faculty, sports officer, librarian for discussion.
- Industrialist OP Ojha suggested that the campus should have Wifi and a Solar System. It was decided that a committee would take up the responsibility.
- It was resolved that BSc Ist year should have Surprise tests, remedial classes, assignments, tutorials, seminars, special classes for both weak and brilliant students.
- Resolved that research should be promoted by lessening the periods of those professors who are pursuing PhD. It was resolved that a proposal would be sent to the Executive Council for a contingency fund, which could be given by the *Janbhagidari Samiti* to research scholars to promote research.
- It was decided that a copy of published research papers by faculty members would be given to the AQAC, IQAC, Library and department.
- Each member had to publish two research papers, attend at least two conferences and each department had to organize a conference.
- The principal suggested that a one day conference on Quality Education would be organized. The departments of Microbiology and Biochemistry would coordinate with the Botany department and Biotechnology would coordinate with the Zoology department.
- It was resolved that the campus had to be kept clean, and dustbins would be kept in each wing.
- Separate sections for English medium students would be a good initiative.
- It was decided that a proposal for special coaching for JRF-CSIR, NET, SLET would be sent to the UGC.

- Resolved that an Academic Audit and Green Audit would be conducted.
  - Future plans would be submitted.
  - A formal vote of thanks ended the meeting.
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### **THIRD MEETING**

Date: 29 November 2014

Chair: Dr SVK Prasad

Coordinator: Dr Seema Gupta

Attended by IQAC members and Faculty members

Agenda:

- Review of AQAR to be sent to NAAC
- Future plans Discussions and

Resolutions:

- Discussions were held on how to enhance Research Activities, use of the Library, Remedial Course, Vocational Training Programs and Feedback.
  - It was resolved that Departmental Activity Calendars would be planned and followed by each department.
  - Staff Club was founded.
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### **FOURTH MEETING**

Date: 6 December 2014

Chair: Dr SVK Prasad, the Principal

Coordinator: Dr Seema Gupta

Attended by lab technicians

Agenda:

- Skills of lab technicians and other staff

Discussions and Resolutions:

- Resolved that duties would be allocated for the following: maintenance of the office, department and labs; purchase; issue of material; stock

verification; updation; and other duties.

- It was emphasized that the behaviour of the staff towards the students had to be polite and cordial.
- Computer knowledge for support staff is necessary and so it was decided that the staff would be guided to learn and update their computer skills.

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## **FIFTH MEETING**

Date: 26 February 2015

Chair: Dr SVK Prasad, the Principal

Coordinator: Dr Seema Gupta

Attended by the Registrar and Support Staff (Class III and IV)

Agenda:

- Duties and responsibilities during examinations

Discussions and Resolutions:

- The Principal expressed his concern about the welfare of the sub staff and said that the Service Books and GPF Passbooks had been updated and if not for some employees, it would be done immediately. He motivated the staff to work sincerely.
- The Registrar, SM Patil asked the staff to help facilitate smooth coordination during the upcoming Annual Examinations of the college.
- It was resolved that the cleanliness of the classrooms and the campus; supply of clean water during the examinations

**Minutes of the Meeting of the IQAC (Internal Quality Assurance Cell)  
Govt. Nagarjuna PG College of Science, Raipur 492010, CG.**

**IQAC Meetings - Session July 2015 –June 2016**

**FIRST MEETING**

Date: 11 September 2015

Chair: Dr SVK Prasad, the Principal

Coordinator: Dr Seema Gupta

Attended by IQAC Members

Agenda Preparation of AQAR

- Future Plan for the session

Discussions and Resolutions:

- The AQAR and Future Plan for the session were approved.
- Smt. Meenal Chaubey, President, Janbhagidari Samiti, suggested that there should be Xerox and stationary facility for the students on the college campus.
- Neha, student representative expressed the need for Personality Development classes.
- Dr Alpana Ghosh, from MARKFED, suggested that the college should hold session wise Alumni Meets.
- A formal Vote of thanks brought the meeting to a close.

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# **IQAC Meetings of Support Staff**

## **SECOND MEETING**

Date: 10 September 2016

Chair: Dr Ashok Pandey, the Principal

Coordinator: Dr Seema Gupta

Attended by the Lab Attendants

Agenda: Lab duties

Discussions and Resolutions:

- It was decided that the Lab attendants would adhere to their duties and take care of the labs allotted to them.
- It was resolved that the labs and the campus would be kept clean.

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### **THIRD MEETING**

Date: 20 September 2016

Chair: Dr Ashok Pandey

Coordinator: Dr Seema Gupta

Attended by Support Staff

Agenda: 1. Update Service Books and GPF Passbooks 2. Shortage of support staff in departments

Discussions and Resolutions:

- There was a general complaint about the fact that the Service books and GPF Passbooks had not been updated. It was resolved that this task would be done on an urgent basis. The information that GPF slips were available online was shared with the staff.
- A major point of discussion was that there was a shortage of support staff in all the departments and this hampered the smooth functioning of the departments.
- It was resolved that the government had to be approached to fill in vacancies. A letter demanding appointment of staff would be sent to the government.
  
- Another area of concern was that the support staff should be aware of office management; dealing with quotations and preparing comparative charts and official orders; computer efficiency; and other skills.
- It was resolved that lab attendants and technicians would be taught these skills.
- It was also decided that electricity had to be saved, and efforts would be made towards the same.

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## **FOURTH MEETING**

Date: 22 September 2016

Chair: Dr Ashok Pandey, the Principal

Coordinator: Dr Seema Gupta

Attended by Class IV Support Staff

Agenda: Problems of staff quarters on the campus

Discussions and Resolutions:

- There was a heated discussion on the problems faced by the support staff residing on the campus.
  - The problem areas were: water shortage; need to repair staff quarters; shortage of workers to clean the campus; and security issues.
  - The principal gave the assurance that the above mentioned problems would be resolved at the earliest.
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## **FIFTH MEETING**

Date: 11 August 2016

Chair: Dr SK Bhatt, the Principal

Coordinator: Dr Seema Gupta

Attended by the Registrar and Support Staff (Class III and IV)

Agenda: Clean Campus

Discussions and Resolutions:

- The support staff was welcomed to the new session and motivated to carry out their duties and responsibilities sincerely.
  - It was resolved that a Clean Campus drive would be initiated.
  - It was decided that special attention would be given to the maintenance of the gardens.
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**Minutes of the Meeting of the IQAC (Internal Quality Assurance Cell)  
Govt. Nagarjuna PG College of Science, Raipur 492010, CG.**

**IQAC Meetings – Session - July 2016- June 2017**

**FIRST MEETING**

Date: 29 September 2016

Chair: Dr Ashok Pandey, the Principal

Coordinator: Dr Seema Gupta

Attended by IQAC members, External

Members of IQAC

Agenda:

- Preparation of AQAR and
- Future Plan for the session
- Others

Discussions and Resolutions:

- Approval of AQAR and Future Plan 2016-17
- It was resolved that immediate action should be taken to fulfil the future plans for the session.
- It was decided that Water Harvesting Systems would be installed in 4 earmarked places on the campus.

- There is an urgent need for Smart Classrooms, and so it was resolved that the e-classroom would be converted into a Smart Classroom, and more smart classrooms would be developed. Guidance would be taken from those colleges that have smart classrooms.
- The Parent – Teacher Association had to be strengthened so that more parents attended and students could be counselled.
- It was resolved that programs on Stress Management, Value Based Education, Cleanliness and others would be organized on each Saturday. Professional counsellors would be invited.
- The need was felt for strengthening the Feedback Cell so that an analysis of feedback from all stakeholders could be made and proper remedial action could be taken.
- Career and Placement Cell needed a constructive overhaul so that the number of students who got jobs would increase. It was decided that many companies would be called for campus Placements. The cell would scrutinize and select students who would be prepared and then sent for interviews. Even the companies invited would be those that needed to recruit students who were eligible for their requirements. Media was a sector that could be explored for placement. Skill development programs had to be organized to prepare students.
- Industry- Academia Linkages had to be built and new courses planned to help in placements. Assistance could be sought from IIM and NIT.
- It was resolved that Schools would be adopted for guidance so that the quality of entry level students could be improved.
- An Innovation-Incubation Centre could be set up in the college to help entrepreneurship and start-ups.
- The IT and Computer Science departments were given the responsibility to develop computer skills in the untrained technicians. Outsourcing could also be contemplated.
- The parking problem had to be solved and it was decided that it could be done properly through outsourcing.
- A formal vote of thanks ended the meeting.

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Resolutions:

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# **IQAC Meetings – Session - 2017 – 2018**

Minutes of the Meeting of the IQAC (Internal Quality Assurance Cell) of GNPG College of Science, Raipur 492001, CG.

## **FIRST MEETING**

Date: 18 June 2018

Chair: Dr DN Verma, the Principal Coordinator: Dr

Anjali Oudhia Attended by IQAC members Agenda:

- IQAC team for 2018-2020
- Action Plan for NAAC Cycle 3

Discussions and Resolutions:

- The first meeting of the session introduced the new IQAC team.

- It was resolved that the college had to prepare for NAAC visit Cycle 3 and so a foolproof action plan had to be prepared.
- Allotment of responsibilities and duties would be given to all the faculty members so that a sincere joint effort could be put in to assure that the college bettered its previous NAAC score.
- The NAAC report had to be studied so the lacunae pointed out by the Peer Team in its report could be covered.
- It was decided that a series of meetings addressing different areas would be held.
- A formal note of thanks brought the meeting to a close.

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## **SECOND MEETING**

Date: 29 August 2017

Chair: Dr SK Bhatt, the Principal

Coordinator: Dr Seema Gupta

Attended by IQAC members

Agenda:

- Approval of AQAR
- Future Plan for 2017-18
- Any other

Discussions and

Resolutions:

- The AQAR and Future Plan were approved.
- It was resolved that the future plans had to be completed within a limited time frame.
- Two water harvesting systems had been installed, one by the Geology department and the other by the PWD. Efforts were to be made for the installation of two more.
- RUSA funded eight classrooms had been sanctioned. Three classrooms had been handed over and the next five were near completion.
- Efforts were being made to update the college website.
- Discussions were held on beginning Certificate and Advanced Certificate

Courses. The legal and procedural responsibilities of sanction and affiliation had to be followed stringently. Disclaimers to be put in the prospectus to avoid legal issues.

- Mr Suyash Shukla, DGM, Corporate Affairs, Jindal Steel, offered personal assistance in framing certificate courses. He suggested that the Government Skill Development programs should be made accessible to students so that they could be trained. Students with different skills had to be made into groups for such programs. Summer Internships had to be made compulsory. He offered personal assistance for these internships.

- It was decided that for the growth and development of the college, different committees had to be made. These committees should have one external member so that the work would be carried forward in a better manner.
- Mr Shukla further suggested that a panel of industry experts from FICCI, PHD, CII and others could be made to guide and prepare students for industry readiness.
- It was resolved that each department would organize workshops and an International Interdisciplinary Conference would be organized by the college.
- Faculty members had to publish at least one research paper annually in an SCI/ICI journal.
- Each department was instructed to organize at least one extension activity per year.
- A formal Vote of Thanks brought the meeting to a closure.

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### **THIRD MEETING**

Date: 15 OCT 2018

Chair: Dr D.N. Verma, the Principal Coordinator: Dr

Anjali Oudhia Attended by IQAC members Agenda:

- Policy on waste management to be discussed
- Value education to be included in the curriculum
- Review of the work done under various committees
  - Resolutions:
    - A letter was issued to all the departments using toxic chemical to make a manual for treatment for it before disposal.
    - A framework for value education is to be finalized in near future.
    - Committees are directed to prepare a report of the job done so far.
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### **FOURTH MEETING**

Date: 20 Dec 2018

Chair: Dr D.N. Verma, the Principal Coordinator: Dr

Anjali Oudhia Attended by IQAC members

Agenda:

1. AQAR Preparation

2. IQAR format was modified

Attended by all HODs and IQAC members

Resolutions:

1. The newly developed Internal quality assurance format was discussed and approved.
2. Members are directed to get the format for Data collection for preparing AQAR .

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**Minutes of the Meeting of the IQAC (Internal Quality Assurance Cell) Govt. Nagarjuna PG  
College of Science, Raipur 492010, CG.**

**IQAC Meetings – Session - 2018 – 2019**

Minutes of the Meeting of the IQAC (Internal Quality Assurance Cell) of GNPJ College of Science, Raipur 492001, CG.

Series of IQAC meetings: 3<sup>rd</sup> - 5<sup>th</sup> July 2018.

**(THREE CONSECUTIVE MEETINGS)**

**Chaired By : principal Dr D. N. Verma**

Coordinator: Dr Anjali Oudhia

Attended by IQAC members and all HODs, **Coordinators of  
different committees**

**Agenda of the meetings:**

- To acquaint the faculty about the changed NAAC guidelines.
- To discuss the tasks and challenges for 2018-19
- To depute responsibilities
- To prepare future five year action plans

**Resolutions passed:**

- **Website Update:** The first resolution was that the College Website had to be updated as quickly as possible.
- Resolved that the Collection of old Documents and data of the past had to be completed by July.
- **Campus Security and Infrastructure:** It was resolved that a compound wall would be built. The beautification of the campus was to be given prime importance. It was resolved that the entrance had to be made impressive. Courtyard Gardens would be developed. Cleanliness of the campus would be given top priority, and students and faculty would take responsibility.
- **Communication Skills Time Table:** It was resolved that the Time Table would have a daily separate slot and allotment of halls or classrooms for Communication Skills. Saturdays were earmarked for Personality Development Programmes, and Activity Classes were to be featured in the Time Table. The Department of English took up the responsibility of preparing a Course Schedule for the above programmes, and devise a mechanism for impact measurement and feedback.
- **English Language lab:** It was resolved that the English Language Lab would be updated.
- **Hindi Communication skills:** Effective Hindi Communication skills have to be developed. The Hindi department suggested that 1/3 classes allotted for Hindi would be used for this.
- **Value based education:** It was resolved that the Hindi Department would take up this responsibility, and special Guest Lectures, and other programs on life skills would be organized.
- **Computer Skilled Campus:** It was resolved that Basic Computer Skills would be imparted to all students. The Departmental Time Tables of IT and Computer Science departments would

feature the slots for each section and also for the SC, ST, OBC, and Girls. A Course Schedule, feedback and impact measurement system were to be prepared for formalizing the programme.

- **ICT:** It was resolved that a separate a Time Table would be made for the use of the labs to enrol, register and empower students and enhance learning through ICT facilitated online resources like e-pathshala, MOOC, NPTEL, SWAYAM, and other Learning Management Systems. Special lectures on the use of Smart phones/ Internet as learning tools would be organized to guide students so that the teaching-learning could be improved. Workshops on use of Smart phones by personnel from phone companies would be organized. The IT and Computer Science Departments were allocated these responsibilities.
- **Unnat Bharat Scheme:** Resolved that the college would adopt village Tendua, meet the Gram Panchayat and carry out the extension programs to help and enlighten villagers on health and other issues. T-Shirts and sports materials were offered to be distributed by the sports department. Village entrepreneurship would be stressed.
- **Sports:** It was resolved that Workshops on Health, Happiness and Longevity would be organized in collaboration with the state government. Students with special talents in different sports would be promoted and supported.
- **Reading Society:** It was resolved that the Library would form Reading Societies. Small groups at UG and PG levels would enrol and help promote reading and motivate others by suggesting books and free online reading sites.
- **Redressing Grievances:** The College has a Grievance cell where student problems are sorted out. It was resolved that the Complaint Box would be opened once a week and the issues would be solved by the Grievance Cell or sent to the concerned department for resolution.
- **Alumni Association Website:** It was resolved that the Alumni Association would develop a website. A Bank Account would be opened for donations and contributions. The Alumni Association would be allotted a place on the campus to conduct meetings after work hours. An Alumni Bank Account and a website would be opened. There would be departmental Alumni members to facilitate the activities, and a program would be organized in September, 2018.
- **Defence Strategies:** The Defence Department offered to organize the state government's Garjana programs to empower girls. It was resolved that a National Seminar would be organized in collaboration with the Rashtriya Jagran Manch from 19-20 July.
- **Placement:** Resolved that the Career Guidance and Placement Cell would sign MOU's with local regional industries and organize seminars. Workshops on Innovative Ideas on Self Employment/ Entrepreneurship/ Skill development would be organized.
- **Formalize Feedback:** It was resolved that the NAAC format would be used. A policy was to be made to analyse the feedback and design the actions taken. Computer and technical support was to be provided.
- **Extensive Tree Plantation:** Resolved that 1000 trees would be planted in the months of July and August.
- **Revamp Laboratories:** It was resolved that proper measures would be adopted to maintain and upgrade the software of the existing computers, and revamp all the labs. Arrangements were to be made for disposal of lab waste and e-waste.

- **Code of Conduct:** Codes of conduct for both faculty members and students were to be framed by senior professors and circulated.
- **Departmental Profiles:** The heads of departments resolved to prepare the departmental profiles and submit the Action plans for the next five years.
- **Faculty profiles:** Resolved that the Faculty profiles would now include the Aadhar Card number. Profiles were to be updated.
- **Action Plans:** It was decided that the action plans would be detailed and would include schemes and schedules for all academic and extension activities.
- **Adoption of Villages:** Adopting villages for extension programs has been a practice and it was suggested that the idea and the area could be extended and formalized.
- **Helping the underprivileged:** It was decided that adopting Government and other small schools which cater to the underprivileged class and to give academic guidance would be a good social activity. The lectures would be to students Class X and Class XII as per their needs, and would be set to a schedule planned by the school authorities. This plan was accepted by all the members.
- **Empowering through Right to Information:** The College has a committee that looks after these issues. It was suggested that the members would organize Legal Literacy programs to raise awareness of rights and procedures.
- **Environment Consciousness:** it was resolved that Professional advice would be taken to plan the courtyard gardens to beautify the open spaces.
- **Green Reading Zone:** The members decided that a tranquil garden area with shady trees and sitting arrangements would make a Green Reading Zone for students.
- **Eco Club:** It was resolved that Vermicompost pits would help in the gardening projects. A Fish Pond was to be developed.
- **Beautification projects:** Aesthetic appeal of the campus was to be enhanced.
- **Gender Sensitization:** A Gender Audit (questionnaire/ survey/ other) would be conducted. The Women Harassment Cell offered to design a short project on gender sensitization awareness. It would have lectures and competitions on relevant concerns and issues. The programmes would be for Women Faculty on how to empower girls. The program for girls would focus and strategise on their security and defence tactics. Common Gender Sensitization programs, attended by all the students would also be organized.
- **Equal Opportunity Cell:** The cell generates awareness of the rights and opportunities of students belonging to the SC, ST, OBC categories and also of the differently-abled and girls. It was decided that the cell would call meetings of these groups and inform them about the government facilities they could avail, financial help, and other support systems they could rely on. The talks would also focus on teaching the students about the processes and procedures of availing these supports.
- **Red Cross Society:** It was resolved that camps to villages, state and national programmes, and lectures and seminars would be organized.
- **Health and Hygiene:** It was resolved that each Department would have a First Aid Box, the number of the Doctor on Call so health mishaps and emergencies could be tackled. Special facilities for girl students to be ensured. The cell would also guide and help in the pursuance of Medical Bills.

- **Remedial Classes:** It was decided that the Remedial Classes would help weak students in a formalized program. Each department would display a Special Remedial Time Table with the class, the teacher and the subject area/ topic to be covered. The classes would be monitored and impact measured by tests and performance in the annual examinations.
- **Bridge Practical Course:** It was resolved that the first two weeks of the session, for the BSc Ist Year students, special practical classes would be held to teach the basics of Practical Science, familiarize students with the equipments and experiments, and nurture their interest in Science.
- **Bridge Course for Industry Readiness:** Resolved that the target students for this course would be the BSc IIIrd Year students, who would be prepared for Industry by industrial visits, internships, communication skills, and computer skills.
- **Industry Academia Partnership:** It was resolved that the college would sign MOU's and collaborate with industries to improve placements.
- **Result Analysis and Student Support System:** A resolution was passed that the analysis of results would mark out both the very bright students and the weak ones. Special attention was to be given to motivate and guide the intelligent ones to perform better. A list of weak students would be prepared and displayed, and the students would be informed and instructed to attend classes. A format would be designed to record the progress.
- **Special classes before the Supplementary Examinations:** It was decided that 1 hour/ week/ department would provide special assistance to students to pass the supplementary examinations.
- **Research:** It was resolved that research would be promoted by sending research proposals to UGC, DST, CSIR, CGCOST and others. The committee would conduct lectures/ workshops on preparing proposals, research methodology and plagiarism.
- **College Theme Song and Cultural Aesthetics:** It was resolved that a College Theme Song would be composed. A Student Band which has been in the pipeline would be formed. There would be lectures on Art Appreciation and Film Making. Skills of mobile documentary and creative film would be taught and promoted.
- **Action Plans to be set in Motion:** The exhaustive series of meetings were motivating and the faculty members came up with new creative suggestions. The resolutions were to be implemented at the earliest. The process of implementation was to start immediately and deadlines would be set for the same.

The meetings ended with a Vote of Thanks by Dr Anjali Oudhia, Coordinator, IQAC.

**Minutes**  
**IQAC**  
**Meeting**

Date 14/11/18  
Time 01:30  
Venue Principal Chamber  
Agenda 1 Internal (Departmental  
Quality assurance report  
2018-19  
2 Website Content in soft  
copy

Attended by HODs and IQAC Members

**Minutes-**

All the HOD Unanimously demanded for appointing departmental IQAC members who will handle the date collection as in new format lot of date is required.

Apart from this all the HODs were directed by the Principal to upload the relevant content on the website .

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