

IQAC MEETING MINUTES 2023-24

MEETING 1

Action taken

- Academic cum Examination calendar for 2023-24 was prepared and published in the college website and distributed to all departments.
- Department meetings have been completed.
- Result Statistics for UG (2020-23) and PG (2021-23) was completed and handed over to the Principal and the same is kept in the IQAC file.
- Honored the toppers of final year UG and PG University Examination-March 2023.
- All Teachers prepared the teachers Diary and this was verified by the Principal.
- Organized various capacity building programmes and career courses for students.
- Many departments signed new MoUs and engaged in more collaboration activities.

MEETING 2

Action taken

- All the departments have arranged orientation & bridge courses for the newly admitted undergraduate students.
- Department wise Mentor-Mentee list for the first year UG students has been prepared and mentor mentee sessions have been conducted
- Category wise students list for the 2024 UG and PG admission was collected from the Admission Nodal Officer and kept in the IQAC file.
- Certificate / Add-on courses were started in all departments.
- Remedial/ Tutorial classes were continued.

MEETING 3

Action taken

- Many of the departments have arranged soft skill training programme for students.
- Conducted students cultural programmes in connection with the commemoration of national and international important days.
- Organized various green campus initiative programmes.
- NIRF-2023 data was uploaded.
- Programmes for sensitization of staff and students to the constitutional obligation as well as national integration activities were performed.
- FDP for teachers on FYUGP was organized .

MEETING 4

Action taken

- Documentation work of AQAR-2024 has been completed and awaited submission for technical clearance from NAAC.
- Documentation work related to the completion of Certificate/ Add-on course was finished.
- Feedback on teachers and Student satisfaction survey from the students were done.
- Self-appraisal form of all teachers was collected.
- Academic and Administrative Audit (AAA) has been conducted.
- Completed all the documentation work of IQAC for the period 2023-24.