

MINUTES OF THE MEETING

A meeting was conducted on dated 09/03/2022 in room no. 204 under the chairmanship of Prof. (Dr) S. S. Tyagi, Director at 12 PM. The following members attended the meeting.

1. Dr. Mayank Agarwal
2. Prof.(Dr) M.K.Soni
3. Prof.(Dr) S.S.Tyagi
4. Prof.(Dr) Seema Nayak
5. Prof.(Dr) Lokesh Bansal
6. Prof.(Dr). K. Rama Krishna
7. Dr. A. P. Singh
8. Dr. N.K.Sharma
9. Dr. Ganesh Shirsath
10. Dr. Deepak Sharma
11. Ms. Tabassum Abbasi
12. Mr. Sunil Kumar
13. Mr.Rakesh Kumar Jha
14. Mr Dinesh Kumar Yadav
15. Col.D.N.Soni

Agenda:

- Review of the previous meeting and action taken
- Formats of activities to be conducted in the department
- Activity plan for the upcoming semester
- HOD feedback analysis of session 2021-22 even semester
- Academic and administrative audits
- IQAC action plan
- Other issues with permission of the chair

In the meeting following points were discussed.

1. Director started the IQAC meeting by reading the review of the previous meeting and action taken. Dr. A.P. Singh was committed to submit library audit till today evening. Mr Sunil Kumar, director T & P was asked to submit audit report till 11th March'2022.
2. IQAC Coordinator was brief about activities conducted by IQAC cell.
3. Formats of all activities (Course file, Lab course file, Personal profile, departmental committee with coordinators and format of event organized) to be conducted by

department were discussed and finalized. All HODs were asked to follow all formats and maintain records from current semester as per them. They can assign duties as per availability of faculty members in their respective department.

4. All HODs were asked to review all papers of internal examination before submitting in exam cell and submit them in exam cell after signing of coordinator and respective HOD.
5. All HODs were asked to assign coordinators for different committees and mention their roles & responsibilities.
6. All HODs were asked to send HOD feedback analysis of session 2021-22 even semester. Further it was decided to give appreciation letter to faculty members those will have 95% in Director Feedback. Appreciation letter will be given by Director.
7. All HODs were asked to do academic audit after declaration of result. Also asked to keep records of students participation in various activities.
8. IQAC coordinator was brief about its action plan to evaluate and monitor all activities of the departments. Regarding the same IQAC coordinator requested to all HODs to give two name of senior faculty members of their departments for monitoring.
9. All IQAC members were discussed AQAR also.
10. The meeting was concluded by giving vote of thanks by the coordinator IQAC.

Sd/-

Prof.(Dr.) Seema Nayak

IQAC Coordinator

CC: (Through email only)

All members of IQAC