

IQAC/2021-22/Q4

Date: 07-04-2022

### MINUTES OF THE MEETING

A meeting was conducted on dated 07/04/2022 in room no. 204 under the chairmanship of Prof. (Dr) S. S. Tyagi, Director at 12:30 PM. The following members attended the meeting.

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

#### Agenda:

- Review of the previous meeting and action taken
- Formats of activities to be checked by cluster members
- Guidelines to cluster members
- 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
2. IQAC Coordinator was brief about plan of IQAC cell.
3. Clusters are constituted for internal academic audit to ensure quality of teaching , learning and academic processes of the department (Ref: DO/NOTICE/2021-22/10/01068)
4. All members were instructed to check data as per given format and prepare report within 3 days after inspection.
5. IQAC coordinator will compile report and will submit to Director office for further action.