

Internal Quality Assurance Cell

Date of meeting	Agenda	Minutes	Plan of action
08-01-2019	Formation of IQAC	<p>1 IQAC has been formed as per NAAC guidelines</p> <p>2 Detailed information about the functioning of IQAC was given to faculty members</p>	Preparation of roadmap for curricular and co-curricular activities
07-02-2019	<p>1.Preparation of results of internal evaluation</p> <p>2.Preparation of annual practical exams</p>	<p>1 In this meeting all the faculty members were instructed to prepare the results of internal evaluation exams and fill the marks online as per the guidelines of university</p> <p>2 Faculties of practical subjects were instructed to prepare the documents required for exam and make necessary arrangements to conduct viva in their respective subjects</p>	<p>Particular time slot was allotted to departments in computer lab for online registration of internal exam marks to university website.</p> <p>Preparation of a tentative schedule for annual practical exam to avoid overlapping of dates.</p>
23-07-2019	<p>1 Preparation of academic calendar for session 2019-20</p> <p>2 Internal evaluation exam for session 2019-20</p> <p>3 Workshop on New Education Policy</p> <p>4 Celebration of Swachhata Abhiyan</p> <p>5 Encouragement of ICT based learning</p> <p>6 Plantation Programme</p> <p>7 To conduct extracurricular activities</p>	<p>1 Departments were instructed to prepare and submit their time table and schedule of activities for the session 2019-20.</p> <p>2 Departments were instructed to prepare question bank for internal evaluation exam.</p> <p>3 Department of sociology was given the responsibility to conduct Workshop on New Education Policy.</p> <p>4 College NSS unit has been assigned responsibility to conduct various programmes for celebration of Swachhata Abhiyan</p> <p>5 Faculties were instructed to incorporate new ICT based teaching methods for effective learning.</p> <p>6 College NSS has been assigned responsibility to conduct Plantation Programme</p> <p>7 Departments were instructed to conduct extracurricular activities.</p>	<p>Preparation of academic calendar</p> <p>Preparation of question bank and study materials</p> <p>Documentation of every academic and extracurricular activities.</p> <p>Formation of Whats App groups for circulation of study materials and presentation of distinguished topic of syllabus.</p>

26-11-2019	Review of the decision taken in last meeting	<p>1 In this meeting it was reviewed that the academic calendar was being followed.</p> <p>2 Question banks were distributed to the students.</p> <p>3 Workshop on New Education Policy was conducted and the outcomes were conveyed to higher authorities.</p> <p>4 Plantation programme was done in the college campus by college NSS.</p> <p>5 The cleanliness of the college campus is continuously monitored by the NSS volunteers under the guidance of NSS programme officer.</p> <p>6 Activities such as workshop on communication skill, Science day celebration, Yuva mahotsav were conducted.</p>	Departments were instructed to upload the photos of different activities on college website.
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