Sl. No	Minutes of Discussion	Suggestion/Action Taken	Status
1.	Enabling mechanisms for NAAC preparation involving data capture their management & digitization.	a. Departments to coordinate with Departmental IQAC Coordinators for dissemination of information with the IQAC. b. Each Department should maintain their departmental profile, record of their departmental activities (field trip\seminar\teacher's day celebration etc). In other words, all departments should maintain the Departmental file\register\dairy \logbook to record all events with proper documentation. These records have to be maintained as far as practicable from the year 2016. c. Teacher's award/student's award, research & publications and other achievements to be recorded and maintained with proper documentation. d. Student's attendance registers to be meticulously maintained especially from the year 2016 onwards. 75 per cent attendance by the students should be strictly followed. Also, attendance register should be maintained for remedial classes whenever taken by respective departments. e. All Official letters received by departments should be properly recorded and maintained. f. In case of students' absence from classes' all leave letters submitted to be properly maintained in a separate file.	Taken up Taken up
2.	Students support and progression.	Departments should have a follow-up plan to be able to connect with their students and have the necessary information about their progress.	Continuous process
3.	Mentoring	Since mentoring process is already in place, departments are to properly maintained their Mentor/ Mentee list.	Continuous process
4.	Feedback system	As usual, the feedback forms for all stakeholders have been prepared by IQAC and these would be distributed to respective departments. These feedbacks would enable the IQAC to conduct academic audit of the institution and external experts would be consulted in the process.	Continuous process

5.	Student Satisfaction Survey (SSS).	IQAC will distribute the Student Satisfaction Survey ' questionnaires to the respective departments to be conducted for each semester. The questionnaires should be properly maintained by departments.	Continuous process
6.	Website restructuring and updation.	Since the college website is being restructured and updated, respective Departments should check their Departmental profile in the college website and informed IQAC regarding any correction/updating. Any information to be uploaded including projects/publications should be from the year 2016.	Continuous process
7.	Other matters	a. IQAC should organize a workshop on preparation of a lesson plan. b. The House suggested that all Heads of Departments should be invited to attend the next meeting of IQAC to ensure better coordination and information for quality assurance and sustenance.	Done To be taken up

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