

IQAC Meeting dated 16<sup>th</sup> March, 2019.

Sl. No.	Minutes of Discussion	Suggestions/Action Taken	Status
1.	Mechanisms adopted/ to be adopted by IQAC for detailed and meticulous data collection, their validation and verification according to the Revised Assessment & Accreditation Framework (RAAF).	<ul style="list-style-type: none"> <li>• IQAC to revise/update the different formats for data collection for all stakeholders. These include formats are Student's Data Base, Staff Profile (teaching &amp; non-teaching), Departmental profile etc.</li> <li>• IQAC to conduct Students' Satisfaction Survey</li> <li>• Internet connectivity to be improved and maintain in the campus.</li> <li>• IQAC to focus on installation of ICT tools and equipments in classrooms and maintenance of these.</li> <li>• Department of Computer Science and Applications in collaboration with the Website Maintenance and ICT Development Cell to organize training programme for faculties to ensure effective ICT usage in the classroom.</li> </ul>	<ul style="list-style-type: none"> <li>• Done, with effect April 2019-- IQAC has initiated Systematic Data Capture for the College and this data is to be maintain by the IQAC and the same is in the process of being digitized.</li> <li>• Done- May 2019: The survey was carried according to the NAAC format.</li> <li>• Done</li> <li>• Continuous process</li> <li>• Capacity Building on ICT for faculties organized from 29<sup>th</sup> April to 2<sup>nd</sup> May, 2019.</li> </ul>
2.	Strengthening Feedback Mechanism	<ul style="list-style-type: none"> <li>• Conduct of feedbacks by IQAC.</li> <li>• Constitution of a Student's Feedback Committee comprising of a Convener, Joint Convener and members will include one teacher from every department. The committee will conduct and compile the students' feedback.</li> <li>• Feedbacks compiled will be sent to external members for analysis and report.</li> </ul>	<ul style="list-style-type: none"> <li>• IQAC has initiated the process for structured feedback process.</li> </ul>
3.	Mentoring System	<ul style="list-style-type: none"> <li>• IQAC to initiate the process with all teaching departments</li> </ul>	<ul style="list-style-type: none"> <li>• Done with effect May 2019</li> </ul>

3.	Enhancing better co-ordination with teaching departments & non-teaching staff.	<ul style="list-style-type: none"> <li>• IQAC to arrange interactive sessions with teaching, non-teaching staff, students' union, conveners, Jt. Conveners of different cells, committees &amp; extension activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Interactive sessions were held with teaching departments to sensitize faculties on preparation of NAAC according to the RAAF and on Mentoring. These sessions were held on 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> &amp; 12<sup>th</sup> April 2019.</li> <li>• Interaction with Conveners, Jt. Conveners, and Teacher's in-charge of Committees/Cells etc. were held on 25<sup>th</sup> June 2019.</li> <li>• Interaction with Students' Union will be held in the month of August, 2019.</li> </ul>
4.	Academic Audit	<ul style="list-style-type: none"> <li>• IQAC to develop formats and do the needful and to consult external experts.</li> </ul>	<ul style="list-style-type: none"> <li>• Done and initiated the process on April 2019.</li> </ul>



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