


**Minutes of IQAC Meeting dated 14<sup>th</sup> March, 2022**

Sl.	Minutes of Discussion	Action Taken	Remarks
1.	Confirmation of minutes of meeting dated 11/12/21	Confirmed	-----
2.	Matters arising from previous meetings	<ul style="list-style-type: none"> <li>a. Departmental coordinators are to send the follow up report to IQAC on the suggestions made during AAA on or before 17/3/22.</li> <li>b. Few departments have not submitted the departmental routine, distribution of syllabus, mentor-mentee lists, lesson plan, SSS, student progression, course objectives and course outcome. Departmental coordinators are requested to do the needful.</li> <li>c. Also, the few faculties who have not submitted their PAN card will be requested to do so.</li> <li>d. The Principal requested the IQAC to submit the names of the department/teachers who have not submitted their data/documents for intimation.</li> </ul>	Done
3.	Remedial Classes	Remedial classes for MA English have started & these classes will be started soon for the UG funded under RUSA.	Taken up
4.	Documentation	<p>Proper documentation to be maintained by departments &amp; also to be submitted to IQAC in MS-word file for Data metrics such as:</p> <ul style="list-style-type: none"> <li>a. Internal assessment marks (last 5 years)</li> <li>b. Departments to maintain the test papers conducted &amp; student's leave of absence.</li> <li>c. Report of departmental activities to be submitted to IQAC in MS-word file.</li> <li>d. Departmental alumni to support with documents (membership fee, contribution, etc.)</li> <li>e. Departments to submit to IQAC their field trip report (last 5 years) along with objectives and number of students participated.</li> <li>f. Departments to upload the scanned consolidated course completion certificates (last 5 years) signed by all teachers and forwarded by the Head to the Principal.</li> </ul>	Done
5.	Website	<ul style="list-style-type: none"> <li>a. The house was informed that upgradation of college website is nearly completed</li> <li>b. Botanic/Zoonic/Techie and Management clubs to upload their activities/programs in college website.</li> </ul>	



		<p>c. Administrative policies and report on subject offered by the College IGNOU study center be uploaded in the college website.</p> <p>d. Teachers in charge of NCC and NSS to upload their profile in college website.</p> <p>e. In-charge of Language lab to write a brief report on the lab and mentioning the names of In-charge and soft-wares installed for the college website.</p>	Continuing
6.	Quality checks & monitoring on usage of ICT equipment.	IQAC and website committee to inspect and monitor the usage & implementation of ICT equipment.	Done
7.	Review of alumni activities	The Principal informed the alumni to call for a meeting and requested the alumni to upload the name of office bearers in the college website.	In the process
8.	Online classrooms	Links for Google classrooms, Moodle was uploaded in AQAR 2021.	Done
9.	Online platforms of learning	Orientation Programs for students will be conducted by Departments to create awareness about Online platforms such as Swayam etc.	Continuing
10.	Annual college magazine	The process for preparation & publication of annual college magazine is continuing & will be completed soon.	Done

  
 Dr. E. K. Charkengor  
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