

PROCEEDINGS OF THE MEETING HELD ON 01-09-2021 IN ROOM NO 208
BY IQAC CHAIRMAN

IQAC Chairman convened the meeting along with Coordinator, CAC, DQAC members of the college on the said date at 10 am.

AGENDA:

- 1) Status of AQAR's submitted/Pending/need to be uploaded
- 2) IIQA submission, Proceedings/approvals/finance mobilization
- 3) College Academic council suggestions/recommendations
- 4) SSR preparation for cycle 2 and other activities
- 5) Any other agenda points as per the chair's discretion.

MINUTES:

- 1) IQAC Coordinator specified that till today 4 AQAR's are submitted to NAAC in which AQAR for the year 2016-17 in offline format and remaining 3 online format which is sufficient to proceed for IIQA form submission before the timeline 4th November 2021. Since the Academic year 2020-21 activities are going to be completed in November as per university time table, we have to submit concerned AQAR within due duration and submit SSR accordingly.
- 2) IQAC chairman has given necessary directions for IIQA form filling also SSR preparation to the IQAC team and CAC for further process.
- 3) Directions are given College AO and Accounts department for necessary budget allocations and discussion on various metrics/estimations are considered
- 4) Directions are provided to DQAC team for data preparation and monitoring and supporting teams' discussion is made.
- 5) Regular updates and information should be provided to higher ups for future activities.
- 6) Requirement to conduct Awareness programs/ workshops/seminars etc., regarding NAAC process is discussed. Awareness should be created to junior faculty.

ACTION TAKEN REPORT:

- 1) IQAC coordinator has given necessary direction to CAC and faculty to furnish the data required for the submission of AQAR 2020-21. Also specified the change in data template formats for the AQAR.
- 2) Resolution is made to submit IIQA before 22nd October 2021.
- 3) IQAC will plan awareness/other programs of the process whenever required. Extended hours of working will be implemented wherever required for the submission of SSR within due duration