

A meeting of IQAC team was held on 24.11.2014. at 3:00 PM.

Agenda:

1. Quality Parameters identified.
2. Quality infrastructure laid down.

Members attending meeting:

1. Dr. Mousika Kulshrestha
2. Dr. Geetali Banerjee
3. Dr. Renu Sharma
4. Lt. Col. Ajay Chaturvedi
5. Dr. Soumishtha Sarma
6. Prof. Deepak Trivedi

~~Dr. Soumishtha Sarma~~

Head - Steering Committee  
To start with, ~~the members~~  
congratulated the members to be part of the team which got its beginning on today.

In the meeting the importance of quality <sup>in the academics</sup> was highlighted and appreciated for the sustained growth of any educational institution.

It was decided to ~~use~~ follow certain quality parameters in the day-to-day functioning of institution.

It was unanimously agreed upon the need to ~~design~~ evaluate the existing forms either <sup>to</sup> upgrade or <sup>or</sup> change it. With this objective the following three formats were identified

- (i) Student Registration form
- (ii) Ac-1, Ac-2, & Ac-3 form
- (iii) Project Evaluation

Members also discussed the need to make the student <sup>daily</sup> attendance process online. The feasibility study was prepared to the IT head.

To expedite the <sup>content on</sup> Teaching-Learning process, <sup>the contents of APP file</sup> ~~it~~ was discussed. It was suggested to bring some changes in the PD of PD, Mentor and faculty files before the next IQAC meeting.

The IQAC members were all of the opinion that quality in imparting education to the students is directly affected by the quality in infrastructural facilities provided to them.

Thus, the need for to upgrade the infrastructure was suggested.

Members unanimously elected Mr. Deepak Trivedi as the coordinator of IQAC.

The meeting was adjourned with vote  
of thanks to <sup>the chair</sup> the ~~house~~ ~~members~~.

M. J.  
(Dr. Mousika Kulkarni)

Greetali  
(Dr. Greetali)

Renu  
(Dr. Renu)

A. J. M.  
(Lt. Col. Ajay Chaudhari)

S. Dama  
(Dr. Sarnistha)

Sudhakar  
(Dr. Seepak Inundi)