

A meeting was held on 3rd October 2015 at 11:00 AM.

The following members attended the meeting.

1. Prof. C.P. Chawla
2. Dr. Monika Kulshrestha
3. Dr. Renu Sharma
4. Dr. Greetali Banerjee
5. Mr. Sukhvinder Singh
6. Mr. Deepak Trivedi

The agenda for the meeting was as follows:

- (i) Review of the last meeting.
- (ii) Upgradation of the computer lab 1 & 2
- (iii) Research Lab.
- (iv) Short Attendance of students.

The Chairman of the IOAC committee presided over the meeting and welcomed the members.

The IOAC coordinator reviewed the last minutes of meeting agenda.

With reference to upgradation of computer lab, Dr. Greetali Banerjee, HOD- Computer Science updated the committee that the approval for the procurement of computers has been undertaken. The delivery for the same could be made by mid of October. The last delivery of computers, the same could be

installed in few days. The committee appreciated the effort taken by Dr Geetali, Dr Sarmistha Sarma, who was assigned with the responsibility to oversee the creation of research lab, updated the house that the corner room inside the computer lab ~~at~~ ^{on} the second floor has been identified and blue print is ready. ~~Dr would~~ The lab will be equipped with 05 computers with installed with i5 processor and other research related softwares. She also updated committee that work will begin once computers are delivered to the institute.

The HOD - Computer Science briefed the house about the need of re-visiting the knowledge portal's efficiency issue. This concern was commonly shared by all the IDAC members. Hence, it was decided that Dr Geetali Banerjee, HOD - Comp. Sc. will review the possibility of making the institute's knowledge portal user friendly by bringing in some fundamental changes.

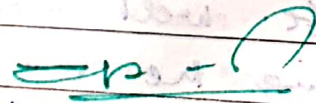
by the student The issue of short attendance was discussed in the meeting. All the members raised the concern about the deteriorating attendance of the students in the class. It was unanimously agreed upon that the one the way to curb the tendency of absenteeism among the

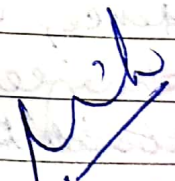
Students is to ~~make~~ establish real time communication channel with the parents/ next or the guardian of the student regarding the attendance issue. It was decided that the institute will send SMS to the parents / guardian of those students who has short attendance. The IQAC committee took the following resolution:

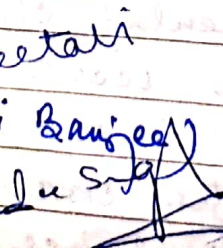
to make computer lab 3&4 upgraded to i3 processor by the next academic year.

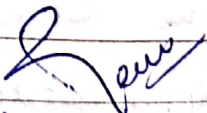
The practice of # 1:1 book student ratio to be completed before the start of next academic year.

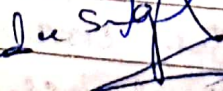
The chairman, IQAC, adjourned the house with vote of thanks.

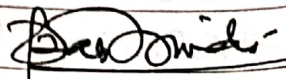

(Prof. C.P. Chawla)


(Dr. Moonika Kulkarni)

Greetali

(Dr. Greetali Banjara)


(Dr. Renu Sharma)


(Mrs. Sukhinder Singh)


(Mr. Deepak Prasad)