

## Minutes of IQAC Meetings 2018-2019

Sl. No	Date	Agenda	Minutes of the meeting	Action Taken
1	26.06.2018	Action Plan of IQAC, Departments and Supporting units.	<p>The meeting decided to</p> <ul style="list-style-type: none"> <li>• Collect Action plan from all departments and supporting units</li> <li>• start the preparation of AQAR</li> <li>• Result analysis of the passed out batch</li> <li>• Direct all departments and supporting units to apply for KSCSTE funded one day seminar on turn.</li> <li>• \Submission of Teacher's Diary to HODs every month and Principal in every term</li> <li>• finalise the activities of the IQAC for accademic year2018-19 giving importance to the following               <ul style="list-style-type: none"> <li>➤ Monitor the programmes organised by departments and supporting units</li> <li>➤ Do semesterwise result analysis</li> <li>➤ Feedback collection and Analysis</li> <li>➤ Encouraging ICT applications</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Collected Action plan from all departments and supporting units</li> <li>• started the preparation of AQAR.</li> <li>• Result analysis of the passed out batch had done.</li> <li>• Conducted departmental meetings of faculties to discuss and plan the activities for the accademic year.</li> </ul>
2	10.07.2018	Categorisation of Freshly admitted students	<p>The meeting decided to</p> <ul style="list-style-type: none"> <li>• Conduct aptitude test ,Induction Programme and Bridge</li> </ul>	<p>Conducted Aptitude test and Induction Programme and</p>

			<p>course for the first year degree students.</p> <ul style="list-style-type: none"> <li>• Conduct an Aptitude test to the students and categorisation as slow and fast learners</li> <li>• Collect the biodata of freshly admitted students and do the socio economic survey</li> </ul>	Advanced as well as slow learners were identified.
3	7.08.2018	<ul style="list-style-type: none"> <li>• Result Analysis</li> <li>• Finalisation of Feedback form</li> </ul>	<p>The meeting decided to</p> <ul style="list-style-type: none"> <li>• Collect a report on expected results for the academic year and the measures for improving the results.</li> <li>• The meeting finalised the Feedback form</li> </ul>	All the departments are made to do result analysis of the final year students. The departments also suggested various corrective measures for the improvement in results of the final year batch
4	14.1.2019	Analysis of the so far conducted programmes and planning of the upcoming programmes	<p>The meeting decided to</p> <ul style="list-style-type: none"> <li>• Collect Feedback forms from all PG and UG students.</li> <li>• To conduct a DQAC meeting to understand the proposed activities in the year by all departments and supporting units</li> <li>• Result analysis of the final year UG students (based on 5<sup>th</sup> sem result analysis) and the measures taken for improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback collection is planned to Implement at the end of semester.</li> <li>• DQAC meeting to monitor and analyse the activities of various department has done.</li> <li>• Result analysis for the final year students were done and the corrective measures to improve the result were finalised.</li> </ul>

5	12.2.2019	Discussion on NAAC Reaccreditation Framework Feedback consolidation	<p>The meeting decided to</p> <ul style="list-style-type: none"> <li>• Give a presentation to all faculties based on revised accreditation framework.</li> <li>• The presentation was discussed before the IQAC members and necessary suggestions were collected.</li> <li>• Collect consolidated feedback form from all faculties on or before 13<sup>th</sup> March 2019.</li> </ul>	<p>Necessary addition in the presentation was done and the presentation before the Faculty members is planned to conduct in the beginning of next academic year.</p>
6	14.03.2019	Analysis of the reports of 2018-19 and future suggestions and plan of action for 2019-2020	<p>The meeting decided to</p> <ul style="list-style-type: none"> <li>• Collect consolidated feedback form from all faculties.</li> <li>• Plan the activities for the next year based on the new accreditation framework.</li> <li>• To do energy audit, Green audit and Administrative and academic audit in the next year.</li> <li>• To adopt a nearby village and do extension activities.</li> <li>• Take more measures for making campus ecofriendly in the next year.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Collected feedback analysis from all faculties.</li> <li>• The plan for next academic year has been communicated to departments in DQAC meeting</li> </ul>