

## **Minutes of meeting of IQAC (2017-18)**

### **Minutes of first meeting**

An important NAAC related meeting was held on August 26, 2017 which was chaired by the Principal and attended by all faculty members. Main points discussed in the meeting were as under:

- 1- Preparation for the proposed NAAC peer team visit on 18<sup>th</sup> and 19<sup>th</sup> of September 2017.
- 2- Instructions to all subject departments regarding teaching plan, time table, research profile, departmental presentation etc.
- 3- Instructions to the persons in charge of lab, library, reading room, sports, NSS, rangers etc. for keeping their respective departments well maintained.

### **Minutes of second meeting**

A meeting regarding student union election was held on January 05, 2017. The meeting was chaired by The Principal and attended by the student union election committee members, Chief Proctor, C. O. city, prospective candidates and current position holders in the union. The meeting fixed the election schedule as under:

- 1- Election process will be totally in accordance with the Lyngdoh Committee recommendations.
- 2- Election notification: 05/10/2017
- 3- Nomination form sale: 06/10/2017
- 4- Nomination: 07/10/2017
- 5- Nomination withdrawal, Nomination form verification, Valid list declaration: 07/10/2017
- 6- Polling, Investiture ceremony: 09/10/2017

## **Minutes of Third meeting**

A meeting chaired by the Principal, and the whole faculty in attendance was held on December 08, 2017 regarding an overview of the NAAC peer team suggestions and future course of action to be taken in the wake of these insinuations. The main points discussed were as follows:

- 1- All faculty members will be encouraged to be more and more research oriented and to put optimum efforts towards research guidance to more and more research scholars as per rules.
- 2- All faculty members will be encouraged to send project proposals to the UGC, ICSSR, ICNR, DST, DBT etc.
- 3- Proposal regarding purchase of Lab equipment and other related stuff will be sent to the government.
- 4- Reference books will be purchased.
- 5- Needful steps will be taken to enhance college infrastructure.
- 6- Required changes in the curriculum will be sought through proper representation in the university Board of Studies meetings.
- 7- Proposal regarding appointment to the post of Librarian currently running vacant, and also regarding separate building construction for the library will be sent to the government.
- 8- ICT facilities will be enhanced.
- 9- Students will be encouraged to appear at the UPSC, NET SET and other such competitive exams.
- 10- Proposal regarding introduction of functional English programme in the college will be sent to the competent authority.
- 11- First aid facilities will be enhanced.