Minutes of the IQAC meeting held on 12.12.2019 at 12:00 Noon in IQAC office

1. Approval of the minutes of IQAC meeting held on 20th September 2019.
2. Devotion: Lead by Dr. E.J. David (Registrar Academic)
3. Roll Call
4. Compliance/ Action Taken

a	Restructuring of the e-content facility to include media centre to develop e-content modules in all four quadrants as per local need and dissemination through college website.	• Restructuring is under consideration • Website space increase and provision to upload e-content on College website is under process/consideration • Swayam Prabha channel telecast through optimum utilization of available resources is ready. This is a unique initiative of content collection centre. • Content collection centre is ready to offer e-content related consultancy services to other departments' institutes. • E-content development for SEC (Research Methodology is in progress), coordinator to track the progress.
b	Improvement of infrastructural / ICT facilities in IQAC	Computer and LCD Projector wi-fi enabled have been installed in IQAC
c	Periodic change of coordinators of Self-financed programs/SECs	Some changes have been done

d	Clean campus and Green Campus-Effecting waste management and Ban of plastic use as per UGC guidelines	NSS Units to take a lead.
e	Optical Mark reader /device for the examination cell	In process
f	Organizing Scholarship/Awards distribution functions	Faculty. In-charge to be assigned.
g	Functional Carrier guidance and Placement Cell	Chairperson – DSW Coordinator – Dr. U.K. Yadav Mr. Ashish Huri Ms. Anamika Fredrick Dr. Richa Bhargwa Mr. P.K. Solomon Proposed Space Allocation: BCA/B.Com Building.
h	Providing a choice to opt for any one of the SEC for semester V students (Research Methodology/Tourism and Travel/ Health management administration)	To be placed in Academic Council.
i	Providing a choice (in lieu of subject specific skill enhancement course) for interested VI semester students to carry out a mini project work as they have already studied Research Methodology in Semester V	To be placed in Academic Council.
j	Library hours for book issue for departmental libraries to be increased	Departments to offer possible flexibility.
k	A part of Gandhi Library should be named as P.G. Library for P.G. students with necessary arrangements	13 computers are now in working order
l	Jio modem for each P.G. department	Better alternative is being worked out
m	Website update/upgrade	In process
n	Website firewalls	In Process
o	Departments organizing various activities should give information to Mr. Rajkumar Massey, Computation and documentation centre for uploading on the website	Reports of Activities organized by IQAC in 2019-20 till date are uploaded on the website
p	Standard library software is to be purchased	In Process
q	Preparing AQAR for 2016-17, 2017-18, 2018-19 by 21st October 2019 as per assigned responsibilities	Draft AQAR 2016-17 is to be finalized- IQAC Core Committee members meeting on 14.12.2019 at 10:00 AM.
r	Institutional e-mail id for faculty/staff members is to be made/renewed	In process
2	Prepare the guidelines (to be set by IQAC) for Academic and Administrative Audit (Criteria, Periodicity, Process and	In the meeting held on 10th December 2019 with IQAC

	Outcome)-Dean of Academic Affairs, Dr. Ashima Ghosh	Coordinator, it was felt that formats used by the earlier college to be studied and discussed further in the meeting on 16th January 2020 at 11:00 AM
3	Developing structured Feedback format/ online Feedback format - Dr. Vineeta John and Mr. Jijo George	Draft format prepared by the IQAC core committee members– was discussed and respective it was suggested that College earlier formats to be considered and modified draft to be presented in next IQAC meeting
4	Drafting/submitting a proposal for organizing a workshop on quality related aspects-Dr. Ashok Kumar Pathak and Mr. Sai Kumar Chirra	Proposal to be submitted to College for organizing one day workshop on quality related topic, at the earliest.

5. Mr. Ram Ji Pandey, Assistant Professor, Mathematics is co-opted for online filing of AQAR 2016-17.
6. Vote of thanks were proposed by Dr. Justin Masih, Asst. Coordinator, IQAC.