

**The Minutes of the IQAC Meeting held on 10th December, 2014 at 10.30 am**

**Members present:**

- Prof. J.P.Verma- Vice Chancellor
- Prof. L.N.Sarkar-Registrar
- Prof. Ramesh Pal
- Prof. A.S.Sajwan
- Prof. V.K. Srivastava
- Prof. Vivek Pandey
- Prof. Jayashree Acharya
- Prof. G.D. Ghai
- Prof. Wilfred Vaz
- Prof. S. Mukherjee (Director, IQAC)

**Member could not attend**

Prof. Manika Debnath could not attend the meeting.

Prof. Verma, Vice Chancellor welcomed all the members of the Committee and explained the importance of IQAC decisions in the functioning of the Institute.

The following decisions were taken during the meeting.

1. Minutes of previous meeting, were read and approved.
2. Various points were reviewed and following suggestions were made:
  - a) New Library Structure should be planned. INFLIBNET to be made more effective.
  - b) Stock checking/ verification/ inventory should be done for laboratories/ office/ library every year.
  - c) The entire Institute campus including interior and exterior should be whitewashed, cleaned and maintained properly.
  - d) Internet facility should be provided in all Blocks.
  - e) Computers with LAN connection and Wi-Fi should be provided in UGC resource center.
  - f) Bulk SMS system to be introduced.
  - g) Academic Committee should encourage all faculty members for optimum utilization of ICT resources in classrooms.
  - h) A separate IQAC room should be made functional with all office requirements including
  - i) Parents-Teachers-Students Association should be formed. It is suggested that its regular meeting should be held on last Saturday prior to the mid-semester break.



- j) It was also suggested that separate feedback form for students, teachers, parents and alumnae should be prepared and made available at the college website. It was also felt that separate committee should be formed for collection, compilation and analysis of each day.

**The meeting ended with thanks to the Chair.**

