

The Minutes of the IQAC Meeting held on 10 December, 2015 at 3 .00 pm

Members present:

- Prof. Dileep Kumar Dureha- Vice Chancellor
- Prof. Vivek Pandey- I/c Registrar
- Prof. J.P.Verma
- Prof. Ramesh Pal
- Prof. V.K. Srivastava
- Prof. Jayashree Acharya
- Prof. G.D. Ghai
- Prof. Wilfred Vaz
- Prof. G.K.Dubey (Special Invitee)
- Prof. S. Mukherjee (Director, IQAC)

Prof. L.N.Sarkar and Prof. Manika Debnath could not attend the meeting.

Prof. Dureha, 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. The Minutes of the previous meeting was confirmed.
2. The following issues were raised during the discussion on the Action Taken Report.
 - a. Director IQAC informed the Committee about setting-up of IQAC Website. The Committee recommended that all information including forms etc. may be uploaded on the website. It is also agreed that the lecture schedule for all courses of different departments including reading materials should also be put up in the website. Vice chancellor informed that this matter will be discussed in the HOD's meeting for implementation.
 - b. Regarding the setting-up of Advisory/Mentor group for departments, it was decided that setting up of such a group will be left to the respective departments. The Institute will provide necessary financial support for holding these meetings.
 - c. Faculty Self Assessment Form as well as Student Evaluation Form has been modified. It was decided that HODs will take care of getting feed-back from students and Faculty. The Department can utilize the information for improving courses and infrastructure and will be requested to send a summary of the findings to IQAC.

