

## Minutes of the meeting

IQAC Meeting was arranged in Principal's office on 17<sup>th</sup> January, 2019 at 2:00 p.m.

Following points were discussed:

- a) Principal said in every meeting she has given direction, for any programme its preparation need to be done before 2 days only and all invitation should be forwarded at least 10 days before then too it is not following therefore next time onwards it will be the responsibility of concern faculty and they have to give updates regarding the same to the principal otherwise strict action will be taken.
- b) Principal asked faculties to update the work pending
  - i) Mrs. Ranjeeta said the syllabus of YCMOU is completed and their examination is scheduled. Principal also asked about scholarship for students for which yet students not submitted their documents. Mrs. Ranjeeta said she has given notice to students taking regularly follow-up for the same. Principal Instructed all the class teachers it will be their responsibility that maximum benefits should be get to students and they will ensure their class students documents submission.
  - ii) Mrs. Pooja said research paper is completed and forwarded on the mail after considering the changes suggested by Principal and for magazine printing she went to management for payment but they said they will first discuss with principal and then it will be finalised. Also for Halari Kranti she is working on the same and will forward to principal
  - iii) Mr. Yogesh updated about daily dairy maintaining of teaching staff and what measures taken for improving attendance of class. He also updated about the NSS camp video and report which is forwarded on mail. Principal said now he also has to perform Video of Los Angeles where the work of NSS volunteer performed under her guidance by proper scripting. Mr. Yogesh said he is working on the same will forward very soon.
  - iv) Mr. Aswad updated about the alumni registration where he collected documents from Alumni and other formalities. Principal said this thing he is telling from last month and he has to get it complete within a week and if amount is not contributed from alumni then he has to put from his salary. Principal said also NSDC work is not going ahead and he has to work seriously n the same. Principal instructed all the faculties they need to

complete all the work assigned to them within 10 days otherwise strict action will be taken which can also hamper on their increments.

- c) Principal asked to faculties are they have to maintain separate attendance records for remedial coaching as few of them completed syllabus and also do some revision lectures and innovative practices through ICT use and also give students assignment to the students.
- d) Principal asked to Mrs. Aswad about Dhanak preparation and why the dates has been postponed without her consent and also why he did not informed to principal about the things went wrong and even after suggestion given by management he not removed stickers from the website. Mr. Aswad said he removed from the other paces & from website but due some communication problem it get delayed for that he also wrote a apology letter to management.
- e) Principal assigned all the responsibilities related to 26<sup>th</sup> January programme to Mr. Yogesh and he will ensure all the invitation to be forwarded to Commissioner, Mayor and other bodies too as we have to form Human Chain on Kamvari river on the occasion of Republic Day which shall be a big activity for creating awareness among the masses and give message for river Rejuvenations and Recharge.
- f) Principal instructed all the faculties to maintain their daily dairy in proper format which is reflection of their work and it should be maintained in standard format.

The meeting was ended at 4.30 p.m.