

## Minutes of the meeting

IQAC Meeting was arranged in Principal's office on 30<sup>th</sup> July, 2018 at 2.00 pm.

Following points were discussed:

- a) Principal said teaching and non-teaching staffs required to take proper care of infrastructural facilities of the college as she has observed the conditions of water tap, dustbins & cleanliness. She instructed all the staff that they are equal accountable for any damages of losses of property of college.
- b) As per the rule it is necessary that notice for any programme or activity should be given to students at least 3 days before which is not happening and it is affecting on discipline of the college as students are not coming in proper uniform and by wearing I-cards also. It is the responsibility of every teacher to check whether students are in discipline.
- c) As the college website domain name is changed to shvocc.edu.in and new email ids are also created Principal instructed all the faculties to use new email-id i.e. principalshvocc.edu & staffshvocc.edu for further communication as it is our registered domain and updated on the website.
- d) As a measure of quality initiative, Faculties are required to update daily syllabus monitoring register and maintenance of daily diary. Mr. Yogesh said as instructed by to make diary in reflective journal format it ready and forwarded to principal's email-Id for further changes once get approved will take the print. Principal said resend me will advice on the same.
- e) Mr. Yogesh enquired about the NAAC Compliance regarding commerce lab and language lab, Principal suggested all the faculties to enquire about related software and other material requirement, so necessary action can be taken to start the lab.
- f) Principal given instruction to Mrs. Ranjeeta & Mr. Aswad get done registration of alumni association before the end of this month and also ensure at least two meetings should be scheduled with them in a year. Principal also said all alumni should be given invitation for each programme and ensure their participation for college development.
- g) Principal asked Mrs. Ranjeeta to update about ISO. Mrs. Ranjeeta said the manual which is prepared for ISO, process of library remain to include and Mr. Sanjeev Seth given assurance that he will forward within two days. Also regarding language of manual he

will get it corrected and will forward other person for the same. After finalizing that the internal audit will be schedule in the last week of august.

- h) Principal instructed to Mrs. Pooja to form Research Advisory Committee (RAC) where the faculties need to share information about research and work on certain research project work and also go for funding agencies by developing their projects. Principal also said regular meeting for RAC need to be conducted and records to be maintained.

The meeting was ended at 3.30 pm with refreshments.