

MINUTES OF 1st IQAC MEETING

	<h3 style="margin: 0;">IQAC MEETING</h3>	Venue	Patanjali
		Date	23/11/2018
		Time	11:00 am

Members Present:

IQAC FUNCTIONARY	NAME	DESIGNATION	SCHOOL	SIGN
Chair-Person	Dr. Gauri Mahulikar <i>(via Zoom Call)</i>	Dean and Vice- Chancellor in charge		
Member	Dr. B Ashok	Registrar	EGCS	
Coordinator/ Director of IQAC	Dr. Harisundar G Ram	Associate Professor	CKS	
Member, Secretary to the Committee	Soumya S	Assistant Registrar		
Members Present – Administrative officers	Arun Krishnadas	Manager – Administration		
	Ramesh Kumar	Manager – I T support		
	Anish C Nair	Executive – Accounts		
Members Present – Faculty	Dr. Vanishree Ramanathan	Associate Professor	EGCS	
	Saurabh Singanapalli	Assistant Professor	LLS	
	Dr. Vinayak Rajat Bhat	Assistant Professor	VKS	
	R Venkata Raghavan	Assistant Professor	PPSH	
Members Present – Student representative	Vinay Hejjaji Amarnath	Student – M A Sanskrit	EGCS	

Points Discussed

SL NO:	Points Discussed
	<p>The Chairperson of the meeting, Dr. Gauri Mahulikar, Dean and Vice Chancellor in charge, welcomed the members of the IQAC committee for the meeting.</p> <p>The meeting was called to order after reciting invocation prayers.</p>
1	<u>Item: - 1 Familiarisation with NAAC</u>
1.1	<p>Soumya S, Secretary to the committee gave an introductory speech which included the following:</p> <ol style="list-style-type: none">1. NAAC – its importance and the need, the establishment of NAAC by UGC,2. Criteriaions - scoring points and categories3. General awareness and factors to be taken into consideration
2	<u>Item: - 2 Suggestions form the Chairperson</u>
2.1	<p>Dr. Gauri Mahulikar suggested to the faculty that, all documents related to the faculty and academic activities must be created and kept by the faculty themselves.</p>
3	<u>Item: - 3 Member Suggestions</u>
3.1	<p>During the interactive session, the members stressed on the importance of creating and implementing different templates for the operational matters such as leave applications, submission for reimbursements, submission for paper presentations and conferences etc.</p>
3.2	<p>The members also suggested to make school heads as default IQAC members.</p>
3.3	<p>The members also suggested to create a mailing list and a common drive for storing and filing of information for documentation purposes.</p>
3.4	<p>The meeting ended on a common note that faculty members will commence on creating an initial template format for the activities related to the academic procedures.</p>

The meeting was adjourned at **12:15pm**.

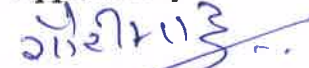
Prepared by



Arun Krishnadas

Manager – Administration

Approved by



Dr. Gauri Mahulikar

Dean & Vice-Chancellor in Charge