

Date of meeting: 06.02.2024

Time: 1:45 pm.

Members present:

- 1) ~~Shreyas~~ 06.2.24.
- 2) ~~Shreyas~~ 06.02.24
- 3) Sujata Das 06/02/2024
- 4) ~~Shreyas~~ 06.02.24
- 5) ~~Shreyas~~ 6/2/24
- 6) Megha 6.2.24
- 7) ~~Shreyas~~ 06.2.24
- 8) ~~Shreyas~~
- 9) Prabin Boudhary 06/02/24
- 10) ~~Shreyas~~ 06/02/24
- 11) Avisit Saha 06/02/24
- 12) ~~Shreyas~~
- 13) ~~Shreyas~~ 06/02/24
- 14) ~~Shreyas~~ 06.02.24
- 15) mchamrauli 06.02.24.

1. The IQAC appraised itself of the development of NAAC related work of each department through feedback produced by the H.O.D. Almost all departments stated that around 50% work has been completed, and the rest will be completed before the auditing.
2. Based on the feedback, a "Things to do" list both for the institution and individual departments was finalised by the IQAC and NAAC steering committee. The same was shared for information of all stakeholders.

3. NAAC committee was reformed revised and a new NAAC committee was formed and it was decided that a Notice to this effect will be published immediately.

4. The following areas will be stressed and enhanced:

- ① MOUs
- ② Remedial classes.
- ③ Seminars & Workshops
- ④ VACs
- ⑤ Extension and Outreach Programs.

5. Teams will be formed to carry out academic audit, and all departments are requested to be prepared for the audit on respective dates that will be declared soon.