



MINUTES OF MEETING – IQAC

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	Date : July10, 2017 02:00 P.M.	Venue : Director's Room
Agenda: Confirmation of Minutes To discuss NAAC Requirements Any other matter with the permission of the chair.	Present Dr. KJS Anand- Chairperson Dr. Sonia Dhir- Coordinator Mr. Pradeep K Saraswat- Registrar Mr. Manish Kr Gupta- Head Admin - Member Mr. Aniruddha Ghosh- Faculty, Management Mr. Sumeshwar Singh- Faculty, IT Ms. Ritu Garg- Faculty, SJMC Mr Pawan Mishra, Librarian	Absent None
Points of Discussion	Comments/Suggestions	Responsibility
Updating quality with respect to academic, administrative infrastructure requirements in the college. Fulfilling ISO requirements.	1. Minutes of previous meeting were confirmed. 2. Academic / Events Calendar for the next semester to be designed, which is to be followed by each department. 3. Guidelines for internal academic and administrative audit to be set. 4. Internal Academic and administrative audit were	All members of IQAC

	<p>decided to be conducted before the ISO Audit as follows:-</p> <p>i) Documentation verification of various functional Departments – HR Dept, Accounts dept, Admissions Dept, Administrative dept, hostel</p> <p>ii)) Documentation verification of various academic related functions to be department wise</p> <p>5. Internal audit teams were formulated before the ISO audit and internal audits conducted respectively.</p>	
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Dr. Sonia Dhir
Coordinator - IQAC