



MINUTES OF MEETING – IQAC

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	Date : April 02, 2018 04:00 P.M.	Venue : Director's Room
Agenda: Confirmation of Minutes To discuss NAAC Requirements Any other matter with the permission of the chair.	Present Prof. J. P. Sharma- Chairperson Dr. Sonia Dhir- Coordinator Mr. Pradeep K Saraswat- Registrar Mr. Manish Kr Gupta- Head Admin Dr. Meenakshi Sharma- Member Mr. Sumeshwar Singh- Faculty, IT Ms. Ritu Garg- Faculty, SJMC Mr Pawan Mishra, Librarian	Absent Mr. Aniruddha Ghosh- Faculty, Management
Points of Discussion	Comments/Suggestions	Responsibility
Enhancing quality in the area of academics and research. Fulfilling NAAC requirements.	1. Minutes of previous meeting were confirmed. 2. Number of books to be increased in the library with an emphasis on adding new titles (both Indian and foreign authors) in every subject. 3. Infrastructure upgradation suggested to the administrative department in terms of introducing smart boards in atleast two classrooms. 4. Research funding to be provided to faculty members for enhancing research activities.	All members of IQAC

	5. Documentation records of all the academic and extracurricular activities to be reviewed and updated	
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Dr. Sonia Dhir
Coordinator - IQAC