

**Minutes of the meeting dated 08/07/2014**

**Agenda:**

1. Constitution of IQAC
2. Discussion on Quality Initiatives to be taken
3. Discussion on academic activities of Odd Semester of Academic Session 2014-15

**The following points were discussed in the meeting:**

1. Internal Quality Assurance Cell was constituted in the Institute.
2. The following quality initiatives were suggested:
  - i. Refinement in Campus to Corporate –Skill & Personality Development Programme for students.: It was suggested that the following activities should be considered in the skill development program.
    - a. Employability assessment test
    - b. More emphasis on logical and analytical reasoning
    - c. Inclusion of Vedic mathematics
    - d. Extra efforts on presentation and communication skill should be taken
    - e. Extra efforts to improve personal interview and group discussion skills should be taken
  - ii. Implementation of improved Format of Annual Performance Appraisal: It was decided to implement the improvements suggested in the Annual Performance Appraisal form of the faculty to properly assess the efforts taken by them in institutional and departmental development.
  - iii. Up-gradation of IT infrastructure for Web Based College administration System(CAS): It was decided that the IT infrastructure for CAS be upgraded for increasing the efficiency and reliability.

- iv. More emphasis on Green & Clean Initiative :More activities on green initiatives should be taken with large number of students involvement like tree plantation, use of bicycles, awareness on alternative energy etc.
  - v. Effective implementation of Research promotion Scheme for Students through Financial aid (Participation of students in International and national conferences):  
The scheme of sponsorship for students participation in International conferences should be used more effectively by involving students in research projects and enhancing their writing and presentation skills.
3. The review of activities planned in odd semester was carried out so that complete syllabus should covered in time along with co-curricular and extra-curricular activities.