

## **Minutes of IQAC Meeting**

**Date: 07-09-2017**

The coordinator and members of IQAC met in the Botany lab on 07-09-2017 at 2p.m. and resolved the following:

1. It is resolved to prepare AQAR for the academic year 2016-17 and submit to NAAC.
2. It is resolved to construct the lecturers to apply for minor research projects National seminars from UGC and other funding agencies.
3. It is resolved to motivate the lecturers to initiate new certificate courses and continue the existing courses.
4. It is resolved to collect students' feedback on lecturers.
5. It is resolved to conduct first internal examinations smoothly during 2p.m. to 3:30p.m.
6. As per the instructions of CCE all the staff members and students should be registered for biometric attendance.
7. It is resolved to instruct the students to submit online application for SV University semester examinations and pay the required fee.
8. It is resolved to celebrate important days in this academic year.
9. It is resolved to read message if any by the concerned coordinator and women empowerment cell to take necessary action for grievance redressals of women candidates.

10. It is resolved to go for NAAC reaccreditation in the first window of 2018 and instruct the staff members to update records in their respective departments.

Coordinator

Principal