

An all staff meeting was called by the IQAC on 23rd Oct '17. The minutes of the meeting are as follows:-

① Updates to the staff: It was officially announced to all the staff by the Administrative Head that the SSR has been uploaded and is awaiting acceptance. Upon its acceptance, the NAAC peer team visit can be expected anytime during the period 1st Nov - 31st Dec '17.

② Information/suggestions to the staff:

- Ⓐ 1st Nov '17: There will be an IQAC meeting.
- Ⓑ 2nd Nov '17: H.O.Ds will give departmental presentation in the presence of all staff where positive critique will be welcomed from all. All H.O.Ds are expected to follow a common format in preparing/modifying their departmental presentation (e.g. academic performance of the department should state only past 5 years data; however any exceptionally good result preceding this period may be mentioned). H.O.Ds of departments who had comparatively poorer students' performance in the year 2016-17 must be ready to explain the

causes and remedial actions taken.

- (c) 11th Nov '17: Mock Drill to prepare for NAAC peer team visit - where an outsider will be doing the assessment.
- (d) Among the staff a distribution will be made of segments of total institutional record and for his/her allotted segment the concerned staff will be expected to be fully aware of its every details. However, every staff is expected to be familiar with the whole NAAC manual, the SSR details and institutional activities / records to facilitate a smooth interaction with the peer team.
- (e) A copy of the SSR will be available at all times in the IQAC lounge and all staff are welcome to go through it.
- (3) Sectionwise SSR reading: within the time frame available for the meeting, a section-wise reading of the SSR till criterion 3 was accomplished.