

An all staff meeting was called by the IQAC on 24/10/17. The minutes are as follows:

① Continuation of sectionwise reading of the SSR:

Sectionwise reading of the SSR was continued, starting from criterion 4 till criterion 6.

② Documentation and maintenance of records:

Staffs were briefed that many of the efforts on their part towards improving teaching-learning process in particular and performance of the institution in general have not been documented and hence there are no records of such efforts to be shown as evidence in the first cycle of NAAC evaluation. Hence, in preparation for the second cycle of NAAC evaluation staff should maintain records of all their activities performed which affects the performance of the institution.

③ Budgetary requirements of various clubs, committees and cells:

Convenors of all the

clubs, committees and cells are requested to present the budgetary estimates of their planned activities / events for the year to the Accounts Department at the beginning of the financial year to facilitate better provisioning of their budgetary requirements and also better functioning of the Accounts Department.