

An all staff meeting was called by the IQAC on 25/10/17. The minutes are as follows:

① Continuation of sectionwise reading of the SSR:

Criterion 7 of the SSR and SWOC analysis of the institution was read out.

② Emphasis on remedial actions: All the teaching staff were asked to emphasise on remedial classes for weaker categories of students and also remedial actions following poor performance from students either in CIE or end semester examinations.

③ Discussion on and signing of service rule document: The chairman read out the service rules, particularly emphasising on the changes made in it, after which copies of the document were distributed among all the staff members to be read and signed.

④ Discussion on format for departmental presentation: The H.O.Ds of all the departments

were briefed on the format to follow in preparing / modifying their departmental presentation. It was stated that the same will be sent to them via e-mail.

⑤ Message from the Managing Director:

The Managing Director shared her appreciation for the efforts put by all staff members in preparing for the NAAC evaluation. She also encouraged the staff to keep up their good work.