

## Minutes of the IQAC Meeting

### Meeting of the IQAC, meeting held on 28-05-2016

Minutes	Action Taken
On the basis of the recommendations of the campus Beautification Committee, it is resolved to construct the teachers' common room, provide watchman at the gates and shift the office of the KKHSOU to a more convenient location within the campus.	Adequate measures are taken.
Two grade-IV employees be attached to the Cleanliness Committee.	Steps taken.
All vacant posts in the college be filled up	Process initiated.
Academic calendar be made for the next session	Steps taken.
LCD projectors be provided and Audio visual Aides be made use of	Materials Procured.
Thrust upon organizing more Extension Programmes.	Adequate Measures are taken.
Admission should be strictly on merit basis.	Guidelines followed.

### Minutes of the IQAC Meeting held on 13-06-2016

Minutes	Action Taken
Resolved to fill up the vacant posts of teachers by due process. In order to ensure effective functioning of the principal's office all vacant posts be filled up.	Process initiated
As per the recommendation of Sports and Students' Welfare Committee, steps would be taken to procure Tennis Board and Arms wrestling Board and to reopen Girls' hostel.	Girls' Hostel has been reopened

### Minutes of the IQAC, meeting held on 19-06-2016

Minutes	Action Taken
It is proposed that a monitoring scheme for addressing the difficulties of the students will be implemented.	Scheme initiated.
The system of preparation of teachers' diary and monthly execution report by individual faculty member will be introduced.	Implemented.
The facility for drinking water supply is to be improved.	Step taken.
AQAR is to be prepared.	Done
The academic calendar for the session is to be prepared.	Done
Individual teachers are to prepare teaching plans and the syllabus must be completed well ahead of the examinations.	Done

### **Minutes of the IQAC, meeting held on 14-11-2016**

<b>Minutes</b>	<b>Action Taken</b>
Students must attend a minimum of 80% of total class held.	Adequate Measures adopted.
The first floor of the girls' hostel is to be completed at the earliest.	Completed.
Feedback from the students is to be collected.	Collected.
Feedback from the alumni is to be taken.	Feedback Taken.
To provide CCTV coverage in Central library.	Device installed.
To initiate open Access in the Central library.	Accomplished.

### **Minutes of the IQAC, meeting held on 06-03-2017**

<b>Minutes</b>	<b>Action Taken</b>
Guest teachers/ invited talks are to be arranged by all departments.	Process continues.
To apply to the UGC for financial assistance to hold National seminars/ workshops.	Process continues.
Remedial classes and Extra classes are to be taken for the slow/advance learners.	Classes held as per schedule.
A schedule for remedial classes/ extra classes is to be prepared.	Prepared and implemented
Feedback from the students as well as the alumni is to be taken.	Feedback taken and analysis made.

### **Minutes of the IQAC, meeting held on 10-05-2017**

<b>Minutes</b>	<b>Action Taken</b>
It must be ensured that maximum possible number of classes should be held.	Measures adopted.
Teacher mentorship system is to be continued.	Continues.
The syllabus should be completed at least 2 weeks before the commencement of semester examination.	Steps taken.
Special attention should be given to the brilliant students of various departments.	Adequate steps taken.
The result of the college should be treated as top priority by the college.	Given due consideration.
It has resolved to adopt two schools.	Adopted.
WiFi access in the college is to be introduced.	Introduced.
Admission should be strictly on merit basis.	Guidelines Followed.
The admission process should be systematic and transparent.	Guidelines Followed.
An admission Committee has to be formed especially for the purpose.	Steps taken.

### **Minutes of the IQAC, meeting held on 12-08-2017**

<b>Minutes</b>	<b>Action Taken</b>
Steps are to be taken to ensure the maintenance of the highest possible hygienic quality of the college canteen.	Sufficient Measures taken.
Seminars/workshops, talks on environmental issues, Tree plantation programmes are to be organized.	Organised.
Resource persons from various fields may be invited to deliver talk on placement and career counseling to the students of the college.	Process continues.
Disaster management workshop may be organized.	Workshop organised
The students from economically weaker section of the society are to be identified and provided with financial support as per college norms.	Necessary Measures adopted.
It is resolved to undertake cleanliness drives in the college once a month.	Process continues.

**Minutes of the IQAC, meeting held on 02-11-2017**

Minutes	Action Taken
The college should undertake MOU with like-minded institutions for mutual benefits.	Process shall be started.
It is decided that the college will submit IIQA/SSR in November/December, 2017 to pave the way for the peer team of NAAC to visit the college.	Measures taken to submit the same within the time frame.
It is decided that all the departments/committees/cells will take up innovative activities in order to provide better exposure to the students and to enhance their skills and self-confidence to face the harder challenges of life.	Process initiated.

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