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Date: 16/08/2019

Minutes of IQAC

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 16th August 2019 to discuss various agendas related to the quality enhancement of the institution. The following points were discussed and decisions were made:

1. It was proposed to organize an awareness campaign regarding the Mission Shakti initiative to empower women in rural areas. It was decided to collaborate with local NGOs and government bodies to conduct workshops and training sessions.
2. The IQAC emphasized the need to enhance skill development programs for students. It was suggested to introduce new courses or modules that align with industry requirements. The institution also plans to establish tie-ups with industries for internships and placements.
3. The importance of extracurricular activities in overall student development was highlighted. It was decided to encourage students to participate in various activities such as sports, cultural events, and social service programs. A calendar of events will be prepared for the academic year.
4. Blending ICT with Education: To enhance the learning experience, the IQAC proposed to integrate Information and Communication Technology (ICT) tools in teaching-learning processes. The institution will conduct workshops and training sessions for faculty to familiarize them with the latest ICT tools and methods.

Overall, the meeting concluded with a focus on enhancing the quality of education and student development through various initiatives and collaborations.

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Plan of Action & Outcomes

Action Taken Report - 16th August 2019.

1. Mission Shakti Awareness Campaign:
Collaborated with local NGOs and government bodies.
Empowered women through skill development and entrepreneurship programs.
2. Enhancement of Skill Development Programs:
Taken the permission of the management to introduce new courses aligned with industry requirements.
Established tie-ups with industries for internships and placements.
3. Promotion of Extracurricular Activities:
Organized sports events, cultural festivals, and social service programs.
Encouraged student participation in various activities.
Prepared a calendar of events for the academic year.
4. Integration of ICT with Education:
Conducted workshops and training sessions for faculty on ICT tools.
Encouraged faculty to Integrate ICT tools in teaching-learning processes.
Enhanced the learning experience through technology by sharing reading material through WhatsApp and mail.

Overall, the actions taken have led to the enhancement of the institution's quality of education and student development, in line with the decisions made during the IQAC meeting held on 16th August 2019.

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DATE: 25/02/2020

Minutes of IQAC

The meeting was convened on 25th February 2020 to discuss the preparedness of the institution in light of the Corona Virus (COVID-19) outbreak. The following decisions were made:

Corona Virus Preparedness: It was emphasized to raise awareness among students and staff about the symptoms and preventive measures of COVID-19. Posters and leaflets will be distributed across the campus. Sanitization stations will be set up at various locations.

Conducting Examinations: Considering the health concerns, it was decided to explore online examination options where feasible. For subjects requiring practical exams, alternative arrangements will be made to ensure safety and compliance with health guidelines.

Training of Non-Teaching Staff for Sanitizing: A training program will be organized for non-teaching staff on proper sanitization techniques and the use of disinfectants. This will ensure that all areas of the campus are regularly sanitized.

Purchase of Fog Machine: To enhance sanitization efforts, it was decided to purchase a fog machine for large-scale disinfection of classrooms, halls, and other common areas. The machine will be operated by trained staff following safety guidelines.

The meeting concluded with a strong emphasis on the health and safety of students and staff, and the need for proactive measures to prevent the spread of COVID-19 within the institution.

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Plane of Action & Outcomes

Action Taken Report – 25/02/2020

Action Taken:

1. Corona Virus Preparedness:

Raised awareness among students and staff about COVID-19 symptoms and preventive measures.

Distributed posters and leaflets across the campus.

Set up sanitization stations at various locations.

2. Conducting Examinations:

Explored online examination options where feasible.

Made alternative arrangements for subjects requiring practical exams to ensure safety and compliance with health guidelines.

3. Training of Non-Teaching Staff for Sanitizing:


Organized a training program for non-teaching staff on proper sanitization techniques and the use of disinfectants.


4. Purchase of Fog Machine:

Purchased two fog machines for large-scale disinfection of classrooms, halls, and other common areas.

Trained staff to operate the fog machine following safety guidelines.

Overall, the actions taken demonstrate a strong commitment to the health and safety of students and staff, as well as proactive measures to prevent the spread of COVID-19 within the institution.


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