## 26<sup>th</sup> March 2021

A meeting of the IQAC was convened in the office of the IQAC at 11:15am. The co-ordinator welcomed the new members to the newly upgraded IQAC office. The members were told that since the college will be assessed by NAAC in the academic session 2022-23, the IQAC must start maintaining records with the visit in mind. Records of the previous year must be revisited to look for gaps and if found, they should be filled as soon as possible.

In addition to prospective planning focused on enhancement of quality of teaching-learning, research and infrastructure, the IQAC must start preparing for submission of SSR Keeping this in mind, all members of the staff will be divided into six groups that will work through their assigned criterion based tasks.

Each group will have an IQAC representative (member secretary) who will moderate the working of the group. Each group will also have at least one member from the faculty of languages to facilitate the process of reporting.

The next meeting which will tentatively be held in the month of April will expect each members to propose a micro plan based on his/her understanding of the criterion he/she belong to considering that corona demands unusual enterprise in altered work conditions, the IQAC must facilitate novel ways of functioning so that development of the students and the college do not come to a standstill.

The meeting was attended by all the members of IQA Cell.