

# IQAC / 2015-16 / Minutes - 2

04.07.16

## Proceeding

Following outcomes were came out in discussion at Meeting -

- (1) ALL HOD(s) are advised to maintain students Attendance Register - their presence and inform them by availing Attendance - Card in 1-week of every month.
- (2) ALL HOD(s) should assume the proposal of Academic Events to be organised in 2015-16 by informing IQAC as soon as possible.
- (3) ALL Committees and cells co-ordinator have to maintain their documents and are supposed to inform IQAC by today.
- (4) Each and every departments have to log in at Video-Conferencing twice a year. For it inform ICT-Manager.
- (5) A language Improvement class has to be run. The timing for classes is 7-10 AM on every Sunday.
- (6) Faculties are requested to give their suggestions related to celebrate Annual Functions on the occasion of its Silver Jubilee.
- (7) Every teaching staff should prepare Research Papers/Presentation/Participation in Reviewed Journals and Events participate as per his/her convenience.

Admin  
10.07.2016  
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Chemistry  
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