

**Minutes of Meeting**

Date / Time / Venue: Feb 04, 2023/ 12:00 pm – 12:30 pm / LT2

Presided By: Mrs. Anu Sharma (IQAC Coordinator)

**Agenda: Academic Meeting**

Following Suggestions are given to Faculty Members by IQAC:

1. Attendance Register should be updated on daily basis by the Faculty Members with the proper marking of attendance daily by filling 1, 2, 3... or A(absent) and upload Attendance on ERP.
2. All Classes must run timely and Time Table should be affixed outside each classroom.
3. Mentors will ensure the completeness of the mentor booklet.
4. All Faculty Members Kindly prepare Course Files and Course Handouts.
5. Project/Dissertation Supervisor will ensure the quality of the Project/Dissertation & publish a research paper based on the project/Dissertation work.
6. Remedial classes (Slow Learners) must be planned for students and proper record must be maintained by all the faculty members.
7. Minimum one Parent meet should be planned in every semester by Programme Coordinator, and should be recorded properly. (Agenda Points/ MOM must be enclosed)
8. Alumni meet should be planned in the running semester.
9. As per the directives of UP Govt, the E-contents have to be uploaded by all the Universities. Each Faculty members upload E-Learning Contents.
10. All Criteria Coordinators, Kindly Submit your Criteria wise Records to the Concerned Authorities timely.
11. All Faculty members kindly focus on Research Projects.
12. Faculty members must emphasize on publishing Research papers.
13. Concerned Coordinator Kindly prepare Event file /Cultural Files/NSS/Extension Activities/Faculty Club/ national and international commemorative days , events and festivals/ tolerance and harmony towards cultural ,regional ,linguistic , communal socioeconomic and other diversities files ( Notice/ Photographs/Student Participation List)
14. LRC will ensure that Lab records are properly maintained. Lab Assignment should have Faculty's signature with date on it. Lab Technicians should maintain their lab registers. IQAC will check labs on any day.

Anu Sharma  
IQAC Coordinator

Dr. Rakesh Kumar Dwivedi  
(IQAC Chair Person)  
(Prof. & Principal, CCSIT)

