

## Meeting (second)

Date 6/3/2019

### Bullet

- Ensuring Enhancement and co-ordination among the various units and activities of the institution for all good practices.
- Formation of policy to increasing in the number of admission.
- Building a sound methodology for documentation and internal communication .
- Flexibility in mode of college tution fees, for needy students.

### Action taken Report

- Formation of admission committee and various committees.
- Planning for various activities regarding M.Ed. admission eg. making pamphlet and visit to various B.Ed. Colleges.
- Formation of various committee and supervision under the head of the institution.
- Providing flexibility in tution fees for economically weaker student.

### Achievements:-

Admission Committee and various committees identify the issues and evaluate the information. Also it complete is set of task. Economically weaker student benefitted in fees.



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## Meeting (Third)

Date 11/6/2019

### Bullets

- Planning for Academic calendar
- Plan of action for organising various academic activities.
- Plan of action to maintain quality of teaching, learning and evaluation.
- Providing healthy atmosphere for decision making to improve institution functioning .

### Action taken Report

- Planning for academic calendar and annual plan under the supervision of head of the institution.
- To improve the institutional functioning it is responsibility for IQAC to initiate plan and supervise various activities such as
  - Counselling and Mentoring
  - Internship, Skill development programme
  - Discipline
  - Guidance for academic & professional programme
  - Student induction programme.
  - FDP for faculty (Teaching & Non teaching)
  - Role of IQAC in maintaining the quality standards in teaching learning and evaluation.

### Achievements:-

As per planning , execution is done to met the goal . Student, staff and non teaching staff is involved in self assessment, exploring and integrating academic and making decisions that are personally relevant for the present and the future. Supervision of IQAC maintains the quality of education.



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## Meeting (fourth)

Date: 6/12/2019

### Bullets of Meeting

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The significance and quality of academic and research programme.
- Excursion, field work, Internship and various workshops.

### Action taken Report

- Quality assurance strategies seek to prevent, detect and correct problems in the quality of academic, administrative and financial tasks.
- Organising various workshops, seminar, guest lecturers use of ICT for quality enhancement in academic and research programme.
- Study tour, field visits and project work are organised for getting experimental knowledge.

### Achievements:-

For quality assurance of institution different committees monitoring, inspecting and proposing measures to correct and improve the academic, administrative and financial task.

Through field visit, Project work , workshop, Seminars , Guest lectures and other co-curricular activities leadership qualities, creativity, develop among the students. IQAC take effort to overcome the different problems.



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