

**MINUTES
OF
IQAC MEETING HELD ON DT. 06/07/2019**

A meeting of the Quality Assurance Cell of the college was held under the chairmanship of the principal.

Minutes of the last meeting were read out and confirmed.

1. The academic calendar prepared for the session 2019-20 was placed for discussion and then approved. Also it was decided to notify the students to adhere to maintain minimum 75% of attendance failing which they shall not be allowed to fill up their forms ensuing examinations.
2. It was decided to convene a meeting of Head of the Departments to discuss about the write-off of obsolete books in the Library as per Guidelines issued by the Govt.
3. Appointment of contractual staffs for both teaching and non-teaching was discussed and it was decided to appoint Lecturer in Chemistry, Mathematics, Commerce, Education and Economics. Also it was decided to appoint an Asst. Librarian and Night Watcher.
4. It was decided to maintain a QUESTIONS BANK by each departments (CBCS Pattern).
5. Members present discussed on the existing proctorial system and decided to sensitise the students about attendance and examination results.
6. Also members decided to hold a National Level Seminar during December-January on Folk Music of this Locality.

The meeting came to an end with a vote of thanks to all.