

## Minutes of the IQAC meeting held on 12-3-2017 at 2.30 PM at Jain University

Members Present:

1. Director of the Campus
2. Director (IQAC)
3. Dean (Student Welfare)
4. IQAC Co-coordinators

The Chairman welcomed all the Members.

The Convener placed the explanatory notes on each item of the Agenda before the Committee.

After the introductory remarks, the following Agenda Items were taken up for discussions.

- (1) **Agenda Item No. 1:** Confirmation of the Minutes of previous Meeting held on 01-16-2017

The Minutes of the Meeting of 16<sup>th</sup> Jan, 2017 was read and confirmed.

- (2) **Agenda Item No. 2:** 1<sup>st</sup> Accreditation Process – Status and Progress:

To expedite the preparation of Self Study Report (SSR) viz., timely inputs, collation, review and action plan.

**Action: Director – IQAC and Dean – Student Welfare**

- (3) **Agenda Item No. 3:** Inputs from the Heads of the Departments and Directors for the Self Study Report (SSR) Part 1 & 2:

To conduct periodic meetings with the Directors and Heads of the Units to ensure timely receipt of inputs for the Self Study Report (SSR).

Also, it was decided to conduct an Academic Audit of all the Departments/Units.

**Action: Director – IQAC and Dean – Student Welfare** The Meeting concluded with a vote of thanks.

Sd/-

Director – IQAC

### **ACTION TAKEN REPORT:**

1. All the Schools collated the necessary data from time to time and handed over the same to IQAC office.

2. The Director IQAC prepared a status report on improvement
3. All the Directors and HODs provided data as required .The data was thoroughly scrutinized and inputs were duly mapped