

The Second meeting was held on 01-10-2019 to discuss the academic activities of 2019-2020

**The IQAC coordinator welcomed the members of the meeting.**

The agenda of the meeting: 1. To explain the academic activities:

- The principal gave a brief overview of the cells, forums, committees, and clubs. He asked the coordinators to organize programmes throughout the year. He requested teachers to inspire students to participate in the maximum number of activities that help them in life skills.
- The principal urged the teachers to give students academic, professional, and psychological assistance to make their stay in the college pleasant.

2. To discuss the examination and internal assessment:

- The principal informed the members about the pattern introduced by the University and the various adaptations of the college to improve the students' results. He said that the advanced learners were encouraged to secure ranks, and slow learners were referred to concerned teachers for remedial classes.
- Dates for internal assessment and practical and unit tests were discussed.

3. To explain the rules and regulations of the attendance and discipline:

- The mentors were requested to interact personally with the students regularly.
- The coordinator requested the teachers to familiarize the evaluation blueprint for internal assessment marks to the students.

To review the preparation of AQAR:

The IQAC coordinator gave responsibility to teachers to complete criteria-wise. And the coordinator requested all the faculty members be familiar with the AQAR and SSR new pattern.

The principal thanked the members and extended his support in all the endeavours of the college's progress.