

MINUTES

A meeting of the I.Q.A.C. Committee was held on Thursday, 4th January, 2018 at 12.00 noon in the Degree Teaching Staff Room. Dr. (Mrs.) Ancy Jose presided over the meeting. The following members were present.

- 1) Dr. (Mrs.) Ancy Jose
- 2) Dr. Moushumi Datta
- 3) Mr. V.G. Suchak
- 4) Dr. (Mrs.) Mona Bhatia
- 5) Mr. Suresh K. Shetkar
- 6) Dr. Varsha Ainapure
- 7) Mr. Vinay Prabhu
- 8) Dr. Bharat Pithadia
- 9) Mrs. Sindhu P.M.
- 10) Mr. C.M. Penta

The following business was transacted in the meeting:-

1. To read and confirm the minutes of the previous meeting.

The minutes of the previous meeting was read, confirmed and signed.

2. To discuss the dates of the meetings of Board of Studies, Academic Board and Board of Management.

It was decided that the meetings of Board of Studies of different departments shall be completed by the first week of February, 2018. The minutes and the final syllabus should be submitted to the Enrichment Committee by the second week of February, 2018. The Academic Board meeting will be held between 15th and 25th February, 2018 and the Board of Management meeting will be held thereafter.

3. To discuss regarding the Perspective Plan

The perspective plan for different department were discussed and was decided that after brainstorming with the departmental colleagues the Head of Department will place their perspective plans in the next meeting.

4. To discuss about the faculty development programmes.

It was decided to have a faculty development programme at ISME on 9th of January, 2018. Planning was also done for some training programme which will be organized for teaching and non-teaching staff. The internal audit will be held on 20th and 22nd January, 2018.

5. Any other business with the permission of the Chair.

- 1) It was decided to prepare the Alumni list by every department.
- 2) The IQAC meeting will be held on 1st Saturday of every month.

There being no other business the meeting ended with a vote of thanks to the chair.

M Datta

MOUSHUMI DATTA
CO-ORDINATOR

READ CONFIRMED AND SIGNED



ANCY JOSE
CHAIRPERSON

Dated:- 7th Jan, 2018