



Minutes of Meeting

Date:	11/08/2016
Time:	11:30 AM
Location:	Director's Conference Room

Members Present		Members Absent	
i.	Dr S Bhattacharya		NIL
ii.	Dr S Senthil Kumar		
iii.	Prof S Banerjee		
iv.	Prof H Rajpal		
v.	Prof R Kamble		
vi.	Dr K Nilakantan		
vii.	Gp. Capt. K. Nath		
viii.	Dr S Singh (Special Invitee)		

Meeting Agenda

The committee met for the first time and deliberated on the role and terms of Reference of the IQAC.

Points Discussed

Profs S Banerjee and Dr Sarbjit Singh briefed the committee members on the requirements of NAAC with regard to the IQAC.

Action Plan

- It was decided that first a Quality Policy for the institute be framed, for which it was decided that Prof H Rajpal would look at such policies of other reputed educational institutions, and Prof R Kamble at quality policies of leading corporate, to get an initial feel of the kind of policies of other entities.
- It was also decided that Smt. Archana Chawla would be the official secretary of the IQAC, and the custodian of all documents related to the IQAC.
- A separate room was also decided to be earmarked for the IQAC to store its documents etc.



Next Meeting

Date:	24/08/2016	Time:	02:30PM	Location:	Director's Conference Room
Objective:	To discuss the quality policies followed in leading corporate as well as leading universities abroad and in India.				