

Minutes of Meeting

Date:	24/04/2018
Time:	11:30 AM
Location:	Faculty Meeting Room

Members Present		Members Absent	
i.	Dr S Bhattacharya- Director	i.	Dr K Nilakantan- Associate Dean (Research)
ii.	Dr S Senthil Kumar- Coordinator		
iii.	Prof S Banerjee	Guests Present	
iv.	Prof H Rajpal	i.	Prof. Anil Kumar (<i>Academic Office</i>)
v.	Gp. Capt. K. Nath	ii.	Prof. B.B. Tripathi (<i>Examination</i>)
vi.	Prof R Kamble		
vi i.	Mr. D.K.Sharma (<i>Administration</i>)		

Meeting Agenda

Reviewing performance of the processes related to academics, placement and administration in order to identify the performance gaps and chalk-out strategies to address the same.

Points Discussed

The members and the guests reviewed performance of the processes for the period from Dec '17 to March '18.

Action Plan

After deliberation the committee decided to implement the following processes:

Academic Office

Feedback shall be obtained at the end of every term from faculty, students, and staff on academic delivery processes.

The proposed questionnaires shall have the following items.

Students:

Importance of content, overall academic delivery, infrastructure support, staff cooperation and support

Faculty:

Staff support, adequacy of infrastructure, impact of events on studies, students' involvement, academic freedom



Staff:

Faculty support, students' discipline issues, work load, speed of grievance redressal, infrastructure support.

Further it was suggested to identify methods to improve quality of SIP process.

Corporate Interaction

Standard Operating procedure was prepared for smooth conduct of corporate interaction events. It was suggested to focus on the students' scripting skills. Mails shall be sent to faculty and students capturing the crux of the events.

Administration

Grievance redressal time needs to be reduced. Admin manager has been asked to design a process and train ground-level staff to obtain complaints/suggestions from users and address the same in the shortest possible time. Suitable rules and procedures shall be implemented to stop students from entering into the campus after 11 p.m.

Next Meeting

Date:	First Term in academic year 2018-19	Time:		Location:	
Objective:					