

Minutes of the
Meeting held on 15.02.2020.

A meeting of the IQAC was held on dated 15.02.2020 at 2.30PM under the chairpersonship of Mrs. Anju Bala Sharma, Principal GC Tukhlae, in her office. The following were present in the meeting.

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| 1. Dr. H.L. Sharma | 2. Prof. Avneesh Sharma |
| 2. Dr. S.R. Gautam | 4. Prof. Astuti Negi |

1. At the outset, Principal cum chairperson welcomed the members of IQAC to the first meeting after winter break and discussed the various agendas of the meeting.
2. The first item of the agenda was to put up the time table of previous academic sessions i.e. 2018-19 and 2019-20 in the record file of IQAC. Thereafter, the principal directed the IQAC to collect workload from each faculty from various deptts.
3. The chair directed IQAC to collect the routine letters of 2 academic sessions i.e. 2018-19 and 2019-20 in the IQAC Notice file. This IQAC Notice file being maintained by off. Suppt and keep well.
4. It was also decided in the meeting that various the incharges of various societies, clubs and cells would complete their activity registers and submit their annual reports to the IQAC. College Repair and Maintenance Committee and NSS incharges to submit report of previous 2 years.
5. Finally, the Research and Development Committee would be collect records of all the seminars, conferences, research paper publications, books published and IQAC cell would keep record of all the research work.

The meeting ended with a vote of thanks to the chair.

Yours
Principal