

**Minute of the IQAC meeting held on 14 September, 2021 at 2.30 pm in the IQAC**

**Members Present:**

- |                            |                            |
|----------------------------|----------------------------|
| 1. Dr. C. B. L. Das        | Chairman, IQAC & Principal |
| 2. Sumit Singha            | Coordinator, IQAC          |
| 3. Dr. Swami Nandan        | Member, IQAC               |
| 4. Dr. Bipasa Raha         | Member, IQAC               |
| 5. Prof. Dr. Murari Prasad | Member, IQAC               |

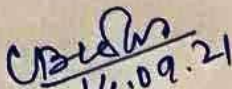
**Member Absent:**


- |                     |              |
|---------------------|--------------|
| 1. Dr. Mohan Kasula | Member, IQAC |
|---------------------|--------------|


**Minutes:**


1. The minutes of the previous meeting held on 03 March, 2021 were confirmed.
2. The following issues were discussed:
  - i. **Conducting Workshop on Google Apps for Faculty Members:** The IQAC decides to take initiative to conduct workshop on Google Apps for the faculty members to make them better acquainted with the cutting edge ICT tools, and enable them to use the same in their teaching-learning, and research work.
  - ii. **Meeting with the HoDs:** It has been decided that a meeting with the heads of different departments of the college is to be organized to understand the lacunae in the execution of the plans of the institute, and chalk out future course of action for the betterment of academic transaction in the college.
  - iii. **Creation of Institutional ID:** As part of its green initiative the IQAC decides to promote paperless communication among different departments/ sections/ committees/ cells through creation of institutional ID. This will also boost the ongoing research activity in the institute.


The meeting came to an end with vote of thanks to the chair.

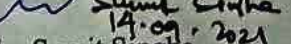
  
14.09.21  
Dr. C. B. L. Das  
Chairman, IQAC

  
Dr. S. Nandan  
Member, IQAC

  
Dr. B. Raha  
Member, IQAC

  
Dr. M. Kasula  
Member, IQAC

  
Prof. Dr. M. Prasad  
Member, IQAC

  
14.09.2021  
Sumit Singha  
Coordinator, IQAC