

# MINUTES OF MEETING OF IQAC DATED 3 OCTOBER

2023 - 24 AT 2:30 PM

## AGENDA :

1. Constitution of IQAC
2. Checklist of documents required to be maintained
3. Formats of documents as per NAAC Manual
4. Vision, Objectives and strategies of the cell
5. Functions & Benefits of the Cell

## MEMBERS :

1. Dr. Haritha. M  
Chairperson
2. Mrs. Tejaswini. S  
Convener
3. Mr. Raghu. G  
Co-ordinator
4. Mr. Nethrananda. B  
Member - BCom Dept
5. Mrs. Rajeshwari. H. K  
Member - BBA dept
6. Mrs. Pallavi. T. L  
Member - BCA Dept
1. Dr. Siddaraju. B  
Member - MCom Dept

*Haritha*

*Tejaswini. S*

*Raghu. G*

*Nethrananda. B*  
3/10/23

*Rajeshwari. H. K*

*Pallavi. T. L*  
3/10/23

*Dr. Siddaraju. B*



## PROCEEDINGS :

1. Members for IQAC were selected by the Chairperson. Additionally, each department member selected another faculty from their department as document co-ordinator to co-ordinate with IQAC for future requirements.
2. IQAC Convener and Co-ordinator was instructed to prepare a checklist of the documents required to be maintained through each department and was also asked to provide a format for the same.
3. Vision, Mission, objectives, strategies and functions of the cell and its member were discussed briefly.

