



# ACHARYA INSTITUTE OF GRADUATE STUDIES

## IQAC

### Meeting with HoDs

MINUTES OF THE MEETING HELD ON December 07, 2018

Venue: Principal's Chamber, AIGS

Time: 10.30 am

#### MEMBERS PRESENT

Principal, AIGS	Prof. Gurunath Rao Vaidya
<b>Members</b> <ol style="list-style-type: none"><li>1. Head – Computer Applications</li><li>2. Head – Psychology</li><li>3. Head – Mass Comm &amp; Journalism</li><li>4. Head – English</li><li>5. Head – Fashion &amp; Apparel Design</li><li>6. Head - Science</li><li>7. Head - Economics</li><li>8. Head – Management</li><li>9. Head – Physics</li><li>10. Head – Chemistry</li><li>11. In-charge – Commerce (UG)</li><li>12. In-Charge – Social Work</li></ol>	<ol style="list-style-type: none"><li>1. Reeja Joseph</li><li>2. George Varied T</li><li>3. Chandra Mouli A S (Couldn't Attend) Rep : Premavathi</li><li>4. Krishnan Namputhiri</li><li>5. Ashwini Atul Joshi</li><li>6. Ashok Kumar M</li><li>7. Raghu</li><li>8. Sudha M</li><li>9. Darshan G P</li><li>10. Somashekar M N</li><li>11. Lakshmi V</li><li>12. Shashikiran Shetty</li></ol>
<b>IQAC Coordinator</b> Head – Commerce	<ol style="list-style-type: none"><li>13. Anil B.Malali</li></ol>

## MINUTES OF THE MEETING

Agenda Item No.	Item Brief	Item Notes	Approvals / Actions	Action Taken
A	AGENDA ITEMS	<p>Prof. Gurnath Rao Vaidya, , Principal, AIGS presided the Meeting held in his Chamber at 10.30 am, on December 07, 2018. The following Agenda Items were placed before the Council.</p> <ul style="list-style-type: none"> <li>• <b>HoDs responsibilities</b></li> <li>• <b>Dept. PPT &amp; Semester plan</b></li> <li>• <b>Departmental Documentation and Presentation</b></li> <li>• <b>Any other with the permission of the Chair</b></li> </ul>	The Minutes in following pages may please be confirmed as seen and any mistakes / deviations be brought to the notice of the Coordinator	<b>Members</b> to note

1	<p><b>ADDRESS BY Principal Prof. Gurnath Rao Vaidya</b> Principal welcomed all the members to the meeting of the Even Semester of academic year 2018-19. He then discussed the agenda items.</p>		
Agenda Item No.	Item Brief	Item Note	Action Taken
2	HoD' s responsibilities	<p>2.1 Principal expressed his concern on the involvement of HoDs in handling their roles &amp; responsibilities.</p> <p>2.2 He again asserted that HoDs are solely responsible for their department activities.</p> <p>2.3 The present Audit report of the faculty folders will be shared with HoDs, so as to take necessary steps.</p> <p>2.4 The Heads to ensure that all the letters address to Principal <i>for approval must come in a file</i> and future approvals should be continued in the same file, so that Principal can monitor the documentation.</p>	<b>Heads to note and at take necessary steps</b>

3		<p>3.1. Heads to prepare a department PPT in the existing NAAC PPT, demonstrating the performance till NAAC and progress post NAAC.</p> <p>3.2 The PPT will help monitor the progress and plan the areas of improvement.</p> <p>3.4 Heads to consider the requirements of NAAC, AISHE, NIRF &amp; University requirements while preparing documents and Semester Plan</p> <p>3.3 Heads must plan for the semester in such a way that the areas of improvement are considered.</p>	<b>Heads to Prepare</b>
4	Departmental Documentation and Presentation	<p>4.1 Department Documents verification &amp; PPT presentation to be scheduled.</p> <p>4.2 Principal insisted the Heads to give the dates for the Presentation.</p> <p>4.3 Mrs.Sudha, Dept of Management initiated and informed that she would be presenting on 15/12/2018.</p> <p>4.4. All the heads informed the dates for the Presentation.</p>	<b>Heads to prepare and present</b>
5	Other	<p>5.1 Principal asked the Heads to provide training to the faculty members in teaching and handling the subject.</p> <p>5.2 Heads were instructed to form a group to develop learning resources and conduct training sessions for the fresh faculty members</p>	<b>Heads to arrange faculty seminars in the related subjects to fulfill this.</b>

  
IQAC Coordinator

  
Principal