## Report and minutes of Internal IQAC meeting held on 7/10/21 and 23/03/22

First IQAC internal meeting was held on 7/10/21 in TIC'S Room. The agendum of the meeting was to (decide on the Coordinator of IQAC and methods of functioning/ delegation of responsibilities. All members unamiously decided and proposed Dr. Priti Ghatani, Asst professor in the Dept. of political science to take the responsibility of IQAC coordinator and Dr. Ghatani agreed to take the responsibility. Dr.Nandita Choudhari proposed to include all the teaching and non-teaching members to include in the process of collection of data for the assessment and formed sub committees under IQAC.

Second IQAC INTERNAL meeting was held on 23/03/22 in TIC'S Room. The agenda of the meeting was to discuss on the AQAR backlog for two sessions 2019-2020 and 2020-2021 and to decide on the assessment NAAC / PAC. The reason for backlog was discussed as the AQAR 2018-2019 was not submitted on time. It was decided to upload AQAR for both the session by 15<sup>th</sup> may 22.

Regarding assessment NAAC/PAC TIC was requested to seek advice from Dr T. K. Ghara Nodel officer NAAC.

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