

## BSK COLLEGE, MAITHON, DHANABD

### MEETING FOR NAAC BY IQAC

A meeting was organised in the Principal Chamber under the chairmanship of the principal to discuss the following issues at 3.00 P.M on 11-12-2019.

**Evaluation** - The meeting was started with evaluation of the last meeting.

#### **AGENDA OF THE MEETING: -**

1. Distribution of work among the teachers related to lesson plan and curriculum specific to Criterion 1.
2. Maintenance and updation of registers by each department.
3. Library automation

#### **The following points were discussed in the meeting:**

1. Syllabus of each subject regarding gender, environment and sustainability, values and ethics to be submitted to NAAC coordinator for criteria-1.
2. Lesson plan to be submitted in the next three days duly typed.
3. It was decided that the work of updation of registers will be started by each department.
4. Library automation will be done by the librarian and computer operator with the help of other members.

The meeting was adjourned for at 3.45 PM.

#### **The members present in the meeting were: -**

1. Principal (Chair Person) *CP*
2. Dr. Satyam Chatterjee – Coordinator *Satyam*
3. Dr. Ajay Kumar- Joint Coordinator *Ajay*
4. Dr. R G Mandal – Bursar -I *RGM*
5. Dr. Leena Singh – Bursar - II *Leena*
6. Dr. P Rebecca – H.OD , English. *P Rebecca*
7. Dr. Anjali Kumari – Dy. Controller of Exam. *Anjali*
8. Smt. Sumita Khalkho – Coordinator of Remedial Coaching. - *S.Khalkho*