

**Minutes of the IQAC meeting held on 29-04-2017 at 2.30 PM at Jain University**

Members Present:

1. Director of the Campus
2. Director (IQAC)
3. Dean (Student Welfare)
4. IQAC Co-coordinators

The Chairman welcomed all the Members.

The Convener placed the explanatory notes on each item of the Agenda before the Committee.

After the introductory remarks, the following Agenda Items were taken up for discussions.

- (1) **Agenda Item No. 1:** Confirmation of the Minutes of previous Meeting held on 12-03-2017

The Minutes of the Meeting of 12<sup>th</sup> March, 2017 was read and confirmed.

- (2) **Agenda Item No. 2:** 1<sup>st</sup> Accreditation Process – Status and Progress:

To expedite the preparation of Self Study Report (SSR) viz., timely inputs, collation, review and action plan.

**Action: Director – IQAC and Dean – Student Welfare**

- (3) **Agenda Item No. 3:** Inputs from the Heads of the Departments and Directors for the Self Study Report (SSR) Part 1 & 2:

To conduct periodic meetings with the Directors and Heads of the Units to ensure timely receipt of inputs for the Self Study Report (SSR).

Also, it was decided to conduct an Academic Audit of all the Departments/Units.

**Action: Director – IQAC and Dean – Student Welfare** The Meeting concluded with a vote of thanks.

Sd/-

Director – IQAC

**ACTION TAKEN REPORT:**

- 1. The status of data collation was reviewed and found to be satisfactory.**
- 2. Periodic meetings were conducted to expedite the process.**
- 3. Academic audit of All the University Departments were conducted and reports were documented.**