

## MAHATMA GANDHI MEMORIAL COLLEGE, UDUPI – 576102.

### IQAC MEETING

Minutes/Proceedings and ATR of the Meeting held on 20-03-2018

The IQAC Meeting was convened on 20-03-2018, in the Conference Hall at 4.00 p.m. The meeting was attended by the members of the IQAC, the members of the 'Academic & Administrative Action plan Committee' and was presided over by Dr. Sandhya R Nambiar, Principal. At the outset the IQAC Coordinator welcomed the members and briefed about the proceedings, action taken details of the previous meeting.

The Committee was also informed regarding documentation procedure as per the NAAC new QIF. The members shared their views about the concerned criteria and appropriate ideas came out in discussion. As a result the following initiatives were standardized

1. Feedback system with proforma on curriculum (for all stakeholders)

The College was taking a general, overall, and inclusive feedback on the College, facilities, learning atmosphere, teaching, academic support, performance, curriculum etc. The analysis of Feedback on the Curriculum was also taken up.

2. Collection of the Student Data by including mobile number and e-mail id

It was referred to the College Office and follow up action was sought.

3. Streamlining of the ICT initiatives:

It was suggested to plan and maintain proper documents.

4. Standardization of departmental activity proforma (which needs to have uniform pattern for all activities) was discussed and it was decided to ask the suggestions from the Staff Council.


5. Preparing structured activities through the Teaching Learning Centre for faculty improvement was discussed and it was decided to incorporate the suggestions.

6. Plan for workshops and seminars on relevant themes:

The matter was discussed and the departments were asked to chalk out an action plan.

Further the members were asked to prepare a basic report of their respective criterion and the same may be discussed in the next meeting.

The Meeting ended with the Vote of Thanks by the Coordinator.

  
Mr. Arun Kumar B  
Coordinator  
IQAC  
M.G.M. College, Udupi.

  
Dr. Sandhya R Nambiar  
Principal

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