

# GDC MEMORIAL COLLEGE, BAHAL

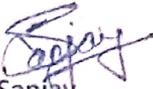
NAAC accredited with Grade B

Date: 12<sup>th</sup> March, 2020

Minutes of the 10<sup>th</sup> meeting of the Internal Quality Assurance Cell (IQAC) held at GDC Memorial College, Bahal on 12<sup>th</sup> March, 2020 at 2.20PM. Meeting was coordinated by Coordinator, IQAC in the IQAC office, GDC Memorial College. The meeting was chaired by the Principal and following points were discussed in the meeting:

1. Minutes of previous meeting were confirmed.
2. Importance, Roles and functions were presented to new members of IQAC
3. Different duties and responsibilities were distributed among the Cell Members and other faculty members.
4. To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities on regular basis, it was decided by the chair that the IQAC members (Faculty) shall be conducting the Internal Audits of all the Departments.
5. All the departments were requested to adhere to the academic calendar of the college.
6. Guidelines for internal administrative audit were set to be conducted once every year and guidelines for administrative audit are as follows:-
  - i) Stock verification of various Departments
  - ii) Application of leave rules - CCL, Medical Leave, etc.
  - iii) Attendance records

There being no other points to discuss, the meeting ended with vote of thanks.

  
Dr. Sanjay

Coordinator, IQAC

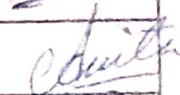
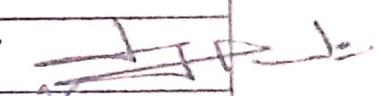
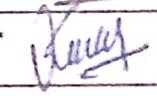
  
Dr. S. K. Mishra

Chairperson, IQAC & Principal

C.C. to

1. Members of IQAC
2. IQAC file

The following members were present in the meeting held 12<sup>th</sup> March, 2020 at IQAC office:

1.	Dr. S. K. Mishra	Principal	Chairperson
2.	Dr. Sanjay Gaur	Asstt. Professor	Coordinator
3.	Sh. Abhinav Kaushik	Registrar	Member 
4.	Dr. Anita	Asstt. Professor	Member 
5.	Dr. Arindam Ghosh	Asstt. Professor	Member 
5.	Sh. Parmod Kumar	Asstt. Professor	Member
6.	Sh. Manish Sharma	Asstt. Professor	Member 
7.	Sh. Vinod Bishnoi	Asstt. Professor	Member 
8.	Sh. Ankur Mittal	Asstt. Professor	Member
9.	Ms. Sunita Chaudhary	Asstt. Professor	Member 