

# GDC MEMORIAL COLLEGE, BAHAL

Date: 13<sup>th</sup> January, 2018

Minutes of the 3<sup>rd</sup> meeting of the Internal Quality Assurance Cell (IQAC) held at GDC Memorial College, Bahal 13<sup>th</sup> January, 2018 at 10.30am. Meeting was chaired by Coordinator, IQAC in the presence of Principal, GDC Memorial College. Following points were discussed in the meeting:

1. Minutes of previous meeting were confirmed.
2. Chair informed the house about approval of IIQA on website.
3. It is decided in the meeting that members IQAC will start the work on Self-Study Report (SSR) for NAAC activity.
4. Different duties and responsibilities were distributed among the Cell Members and other faculty members.
5. 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.
6. All the departments were requested to adhere to the academic calendar of the college.

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

The block contains several handwritten signatures in black ink. The signatures are arranged in a loose, non-linear pattern. Some are clearly legible, such as 'Anish' and 'Praveen', while others are more stylized and difficult to read. There are approximately 10-12 distinct signatures.