

Minutes of meeting

A routine meeting of I. Q. A. C. was held today on 12/08/2017 at 2.00 P.M. in seminar hall in which the following decisions were taken.

- 1) CCTVs should be installed in the classrooms and other places of the college.
- 2) Upper floor of Rajarshi block should be furnished with furniture.
- 3) Reading room facilities in library should be upgraded.
- 4) Annual teaching and work plan should be prepared by teachers and administration.
- 5) Library should be enriched with more books.
- 6) All departmental associations should organize departmental seminar debate competitions and cultural programs.
- 7) Upper storey of Rajarshi Bhawan should be inaugurated.
- 8) Office should report their daily work on daily book.
- 9) Computers should be increased in the college.

Action Taken Report

The installation of CCTVs is in progress Upper floor of Rajarshi Bhawan is furnished Reading room facilities were improved. Annual teaching plan was prepared and administered. Enough numbers of books were purchased in the library. Departmental associations organized seminars and debate competitions. Daily book system was introduced in office. Upper storey of Rajarshi Bhawan was in inaugurated. More computers were bought for the college.