



### NOTICE

It is hereby notified for the information of all the faculty members that an important meeting is scheduled to be held on 20/07/2020 at 12:00 noon in the Principal Chamber.

The agenda of the meeting includes:

- 1) Assigning of work to members by concerned Criterion Coordinators.
- 2) Conduct of online co-curricular activities for students.

All the faculty members are directed to make it convenient to attend the meeting.

Sd/ Principal

Prof.(Dr.) Maheen Mustafa

18/07/2020

## **Minutes of the Meeting**

### **Agenda - Preparedness of NAAC Committee and Circulation of Feedback Forms amongst the Students.**

The meeting of co-coordinators of the NAAC steering committee was convened today on 20-07-20 at 12:00 noon in the principal chamber. The meeting was presided over by worthy Principal Prof. (Dr) Maheen Mustafa, who is also the Chief Coordinator of the NAAC steering committee. All SOPs prescribed by the WHO regarding Covid 19 were followed during the meeting.

Prof (Dr) Maheen Mustafa sought the status of preparations from criterion coordinators of NAAC steering committee regarding various NAAC criterions. During the meeting, it was decided that the coordinators will forward the progression report and suggestions regarding their criterion upto 25-07-20.

It was also decided that the feedback regarding teaching, learning, curricular and co-curricular activities will be sought from the students of college. In this context, the feedback forms will be soon circulated online initially to the students of 5th semester, followed by 2nd and 1st semesters respectively.

The meeting ended with the vote of thanks.

Submitted to the Worthy Principal for perusal and approval.

**Submitted by**

**Mohammad Rafiq  
Irfana Amin Qureshi**

**Sd/  
Principal  
Prof. (Dr) Maheen Mustafa**

Copy to:

Co-ordinator NAAC steering committee

All Co- coordinators

Office for record

## **Action Taken Report**

In view of the recommendations forwarded in the meeting held on 20/07/2020 at 12:00 noon in the Principal Chamber all the Criterion coordinators submitted the progression report of their respective criterions.

An online feedback was sought from the students.

Sd/

Coordinator IQAC

Dated: 24/07/20

Copy to:

Office

IQAC

Website In charge