

Aryabhata College

**Minutes of the Internal Quality Assurance Cell (IQAC) Committee held on 3rd February, 2016
at 2:00 P.M. in the Principal room of the college**

The following members of the committee attended the meeting:

- 1) Dr. Manoj Sinha – Principal
- 2) Sh. G.C.Sharma – Bursar
- 3) Dr. J.K.Singh – Public Information officer
- 4) Dr. Surajit Deb – Special Invitee

The meeting was convened to discuss ADD ON courses to be offered by our college in areas which can help in increasing employment potential and skill enhancement of our students. The members present in the meeting discussed the necessary formalities and infrastructural requirements for the commencement of ADD ON Courses by the college and resolved the following:

- I. A team of atleast three faculty members would be created for examining the offers for various courses and convening them.
- II. Necessary formalities such as signing of Memorandum of Understanding (MOU) would be ensured before the commencement of each course.
- III. Courses would be conducted for specified number of hours.
- IV. Schedule of the courses would be discussed and designed by the team dedicated for this purpose.
- V. College would provide all necessary infrastructural support for operating these courses as per the terms and conditions negotiated/mentioned in the MOU signed with party who would be offering the course.
- VI. The responsibility of maintaining all relevant records in connection with any course was entrusted to the team of faculty members created for convening ADD ON Courses in college.


Dr. J.K.Singh
(Convener , IQAC)


Dr. Manoj Sinha
(Principal)