

Aryabhata College

Minutes of IQAC Committee held on 26/07/2017 at 2:30 P.M. in the Principal Office

Following members of the committee attended the meeting

- Dr. Manoj Sinha (Principal)
- Dr. Rajesh Kumar (Bursar)
- Dr. J.K.Singh (PIO) – Convener
- Dr. Surajit Deb (Teacher Representative at G.B.)
- Dr. Rajiv Kumar Ranjan (Teacher Representative at G.B.)

The members present in the meeting deliberated on the following issues:

- 1) Maintenance of leave records of teaching and non teaching staff in online mode.

The member resolved that the leave record of all the staff members would be computerised and the staff be given facility for accessing his/her concerned record through online mode at any point of time.

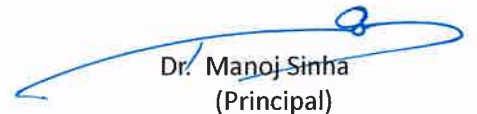
- 2) Promoting the practice of publishing Newsletter/Annual magazines at Departmental level as well as College level.

The members resolved that the Teacher In Charges of all the department would be suggested to initiate the practice of publishing some newsletter/annual magazine highlighting and summarizing the main events conducted by the Departments, achievements of their faculty members/students and write ups/articles contributed by their students/faculty members besides other important issues pertaining to their respective field/discipline.

Meeting ended with vote thanks to the Chair.



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



Dr. Manoj Sinha
(Principal)