## Minutes of Meeting (IQAC & Advisory Committee)

Agenda: Preparations for scheduled NAAC Peer Team visit

Date: 08-04-2022

Time: 11:30 am

Participants: All the permanent members of the teaching faculty.

A review meeting regarding preparations for NAAC Peer Team Visit was held in the office of the worthy Principal in which the following important decisions were taken.

- At the outset of the meeting, Coordinator IQAC informed Principal and the members about the progress made by IQAC committee regarding NAAC preparations.
- It was impressed upon all the members that they shall speed up the preparations, and should complete the assignments given to each at an earliest.
- During the meeting it was decided Flex boards for quotation with iron frame may be procured.
- 1-cards with pouches and printed ropes shall be also procured in the due course of time for students.
- 5. Roll of honour for participants needs to be printed as part of the preparations for NAAC visit.

The meeting ended with a vote of thanks from IQAC Coordinator.

Signatories of the meeting

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