

Date: 3rd February, 2018

Place: Conference Hall, Cotton University

Agenda of the IQAC Committee meeting

- Format of data collection from the Academic Departments / Centers and University Office.
- Mechanism of data collection and storing data at IQAC.
- Collection of API scores under Category I and Category II from the faculties for each academic year.
- Implementation of Student feedback mechanism.
- Fixing a timing of the Parent-Teachers meet in various academic departments and submission of reports of the meet at IQAC.
- Fixing agenda and a date of meeting between student representatives and IQAC members.
- Assigning Representative responsible for collecting information on the activities carried out by University Office, DSW Office, Library, University Hostels, Women's Forum, ICRC, NSS, NCC, , CUTA, CUSU, CUKS.
- Contents and design of Web page of IQAC in the Cotton University Website.
- Organization of Quality enhancement programme for faculties, students and staff.
- Any other matter.

Resolutions of the IQAC Committee meeting

1. Formats of information collection from the Departments / Centers / Offices / Library / Hostels / Associations / Forums / Clubs are to be developed at IQAC.

Information required in the Annual Quality Assurance Report (AQAR) of NAAC is to be collected yearly from the departments / centers in the month of August every year for the last academic year (August – July).

Selected information is to be collected quarterly from the departments / centers.

Information is to be collected from the Offices / Hostels / Library / Associations / Forums / Clubs in every six month interval.

2. Information to be collected in soft copy (in doc file). Uploading and storing mechanism of the data to be developed by the system manager.

3. All DRs / IQAC representatives are to be entrusted with the collection of information of the respective Departments / Centers / Offices / Library / Hostels / Associations / Forums / Clubs for quarterly compilation of data at IQAC. A meeting of the DRs / IQAC representatives with the IQAC is to be convened to brief about the process of information gathering at IQAC.
4. API scores under Category I and Category II of the faculties for each academic year are to be collected at IQAC in the month of August every year.
5. Implementation of Student feedback mechanism is to be discussed and implemented by the committee formed for the purpose.
6. Academic Departments / centers are to organize Parent Teacher Meet (PTM), on the month of January every year. A formal notice shall be put up in the departmental notice board to notify the date of the PTM. SMS to be sent to the parents at least 10 days before. Number of PTM session organized in a department shall depend on the student strength in UG and PG courses.

IQAC shall provide a broad guideline of organizing the PTM in the departments. Immediately after the PTM, a report is to be submitted at IQAC by the departments for record.

7. IQAC and Student Union should meet once every semester to discuss the general issues.
8. A web page shall be developed and linked with the university website with the contents being decided upon by the IQAC.
9. IQAC is to develop the modalities for implementation of the rules regarding attendance of the students. For strict implementation of the attendance rule from the month of August, all the HoDs are to be informed so that they can notify it by the month of May, 2018.
10. IQAC shall participate in the Student Orientation Programme held at the start of the session.
11. Quality enhancement programme of one / two days for faculties and non teaching staff are to be organised. IQAC to decide on the topics, target group and dates by constituting a subcommittee with invited members (if required).
12. Members representing the IQAC in various Centers / Offices / Hostels / Library / Associations / Forums / Clubs of the university to be notified by the Coordinator, IQAC. They will be entrusted with the collection of information.

13. Process should be initiated from the IQAC to revive the following
 - a) Placement cell
 - b) Peace Station
 - c) Career Counseling cell
 - d) Waste Management System
 - e) Social Responsibility Cell