

Ref. No. GLBITM/IQAC/2020/02

Date: 17 Jan. 2020

Minutes of Exit Meeting of Internal Quality Assurance Cell (IQAC)

Dated : 17th January 2020
Day : Friday
Timings : 4:00PM - 5:00PM
Venue : Audi 2


An exit meeting of Internal Quality Assurance Cell (IQAC) was held on 17th January, 2020 at 4:00PM in Audi 2 with the faculty members of the department. The meeting was chaired by The Chairman - IQAC.


Key observations were shared with the faculty members. The proceedings and the key observations shared are listed below:-


- The course file of faculty members was not updated.
- Record of identification of weak students and remedial classes has to be maintained properly.
- The mentor-mentee booklet needs to be updated regularly.
- SOPs for documentation need to be followed.

In the end, faculty members were told to finish their regular work on daily basis to avoid pile on of the work.

The meeting ended with vote of thanks to The Chair.


Dr. Mohit Bansal
Convener- IQAC GLBITM


Dr. Rajeev Agrawal
Chairman- IQAC GLBITM

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Circulate to all HOD's
for necessary action
ATR is to be send
by respective heads

21/01/20