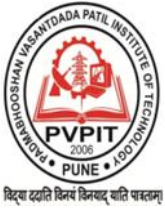**Minutes of Meeting**   **Date: 20/03/2023**

<u>Internal Quality Assurance Cell (IQAC)</u>

The Principal took a close look at the presentations prepared by all the HoDs. These presentations were based on activities during previous academic year. Following points were discussed in the IQAC meeting:

- Generic presentation in line with NAAC guidelines should be prepared and always kept ready with last five years database.

- Certain standard protocols to be followed while writing an email.

- All notice formats to be kept uniform.

- Uniformity in file tags. For e.g., Year tags to appear top side and other element tags to be kept vertically downwards.

- For each department, one specific colour to be followed in the slides.

- Personal file of every faculty is the departmental property. It should be gradually updated.

- While preparing any presentations, target audience and their evaluation intensions are to be understood and taken care of.

- Always consider IQAC objectives and NAAC evaluation parameters.

- Time allotted for the presentation should be strictly followed.

- There should be uniformity in each slide heading and the contents.

- Do not use many colours and animations in the presentation. It increases overall size of the presentation.

- There should not be many font variations.

- In every slide, there should not be considerable empty space.

- Maximum contents should not be kept in a single slide.

- Departmental vision and mission statements should be in line with the institutional vision and mission.

- Slide contents or figure visibility should be clear.

" TSSM'S "

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- The presentation sequence should be like departmental data should appear first, then faculty related data and lastly student data should be kept.

- Corrective and preventive actions should be rigorously discussed.

- In the point such as department at a glance, all entities in the department should be addressed.

- Student's names should be written in the slides instead of faculty names.

- There should be proper justification about new subject's introduction in the syllabus at the place of old subjects.

- Departmental academic/curriculum execution flowchart if shown, may add value to the presentation or report.

- MoU related information should be given with minute details.

- Difference in between innovations and best practices is needed to be clearly understood by all the entities.

- SWOC analysis should appear before perspective plan. There should be mapping in between these two.

- AMC Part-A and Part-B to be completed for previous academic years and get signed by AMC members.