

### **Minutes of Staff Meeting and ATR 2012-13**

Staff meeting was held on 24<sup>th</sup> January, 2013 at 12.30 p.m. in the Principal's chamber. The meeting began with chanting of the "Gayatri Mantra" & reading of the minutes of the previous meeting. The agenda was to analyse feedback forms of faculty and take action were necessary. All the faculty members and the Principal of the institution were present for the meeting.

From the analysis report it was observed that 94% of the faculty agreed that the system followed for design and development of curriculum is effective and 6% disagree. As the curriculum is designed by the university Principal discussed the matter with the staff and conveyed that as very few disagree with design of curriculum, hence faculty of respective subjects should discuss this with the chairman of the board and if necessary and possible changes can be suggested to the board. At the college level no changes can be made.

The meeting concluded with 'shanti path' .

### **Minutes of Staff Meeting and ATR 2013-14**

A staff meeting was held on 22<sup>nd</sup> January, 2014 at 12.30 p.m. in the Principal's chamber. The meeting began with chanting of the "Gayatri Mantra" & reading of the minutes of the previous meeting. The agenda was to analyse feedback forms of faculty and take action were necessary. All the faculty members and the Principal of the institution were present for the meeting. The analysis of the feedback was presented, discussed and necessary action taken.

From the analysis report it was observed that 97% of the faculty are taking necessary measures and are updating their knowledge and skills, attending seminars, conferences, publishing article, books, making use of ICT are the areas where faculty get an opportunity to explore their knowledge and skills. Only 3% faculty were lacking in updating their skills. It was felt by the Principal that they should enter in to the arena of vast knowledge available through various sources and upgrade their skills. The principal also assured that the resources needed for developing their skills will be provided in the institution.

The meeting concluded with 'shanti path' .

### **Minutes of Staff Meeting and ATR 2014-15**

Staff meeting was held on 21<sup>st</sup> January, 2015 at 12.30 p.m. in the Principal's chamber. The meeting began with chanting of the "Gayatri Mantra" & reading of the minutes of the previous meeting. The agenda was to analyse feedback forms of faculty and take action were necessary. All the faculty members and the Principal of the institution were present for the meeting.

From the analysis of the report it was observed that 90% of the faculty agreed that library is the major source of information and 10% disagree. From the inference drawn it was clear that library of the institute has ample number of books, magazines, journals but is lacking in e-resource and ICT facility. It

was felt by the principal that improvement in the library is needed. A meeting with board of management of the institute was held and the principal gave details about the changes needed to upgrade the library. The management agreed with the proposal and necessary changes were made. This was conveyed to the librarian and was asked to take necessary action.

The meeting concluded with 'shanti path' .

### **Minutes of Staff Meeting and ATR 2015-16**

Staff meeting was held on 21st January, 2016 at 12.30 p.m. in the Principal's chamber. The meeting began with chanting of the "Gayatri Mantra" & reading of the minutes of the previous meeting. The agenda was to analyze feedback forms of faculty and take action were necessary. All the faculty members and the Principal of the institution were present for the meeting.

From the analysis it was observed that 85% of faculty agreed that sports infrastructure is adequate and 15% disagreed. There is a Sports department in the institution and has facilities for carrying sports activities, but the faculty felt that up gradation of the infrastructure is needed. Hence in the meeting it was decided that the latest modern sports equipment and accessories should be made available in the Sports department. The Principal accepted the proposal and put it for approval by the management.

The meeting concluded with 'shanti path' .

### **Minutes of Staff Meeting and ATR 2016-17**

Staff meeting was held on 30<sup>th</sup> Jan January, 2017 at 12.30 p.m. in the Principal's chamber. The meeting began with chanting of the "Gayatri Mantra" & reading of the minutes of the previous meeting. The agenda was to analyze feedback forms of faculty and take action were necessary. All the faculty members and the Principal of the institution were present for the meeting.

From the analysis report it was observed that 97% of the faculty agreed that class work is taking as [per schedule and 3% of faculty disagreed. The time table committee communicates the time table to the students. Faculty prepares teaching plan in the beginning of the session and carries out the class work accordingly. WE have dedicated and qualified faculty who are aware about their duties, and complete the class work on time. The Principal was satisfied by the faculty. Some faculty needed a change in time table, the principal assured that necessary changes would be made effective from the next session.

The meeting concluded with 'shanti path'

## Faculty Feedback

### 1 Curriculum Design

		2012			2013			2014			2015			2016		Average		
		A	D	N	A	D	N	A	D	N	A	D	N	A	D	A	D	N
1	The system followed	94	06	-	96	04	-	97	03	-	98	02	-	95	05	96	4	-
2	The curriculum updated	98	02	-	97	03	-	95	05	-	98	02	-	96	04	96.8	3.2	-

### 2 Teaching learning

		2012-13			2013-14			2014-015			2015-16			2016-17		Average		
		A	D	N	A	D	N	A	D	N	A	D	N	A	D	A	D	N
1	The admission process is effective	97	03	-	91	02	-	98	02	-	96	04	-	97	03	97.2	2.8	-
2	Student centered	94	06	-	95	05	-	97	03	-	98	02	-	98	02	96.4	3.6	-
3	The faculty updating their knowledge and skill	98	02	-	97	03	-	96	04	-	96	04	-	98	02	97	3	-
4	The class work is taking place as per schedule	95	05	-	96	04	-	97	03	-	98	02	-	97	03	96.6	3.4	-
5	The library is a source of information	91	09	-	89	11	-	90	10	-	93	07	-	92	08	91	9	-
6	The teachers encouraged to participate in seminars	97	03	-	98	02	-	97	03	-	96	04	-	98	02	97.2	2.8	-
7	The teachers encouraged to undertake extension activities	99	01	-	96	04	-	97	03	-	97	03	-	96	04	97	3	-
8.	Sports infrastructure is adequate	72	28	-	80	20	-	85	15	-	85	15	-	96	04	85.6	14.4	-

