

3/11/16

# 19<sup>th</sup> Internal Quality Assurance Cell Meeting

Date: 3/11/2016

Time: 10:00 AM & 4:00 PM

Place: Room No: 109 (Principal's chamber)

It is to inform to all HOD's of all departments and IQAC inchargees to gather at room no 109 to discuss the following agenda at 10:00 AM & 4:00 PM

## Agenda

- The minutes of 18<sup>th</sup> meeting were confirmed & approved.
- 1) ISO verifications/Audit Advice & suggestions
    - TO interact more with Students during mentorship.
  - 2) Amend documentation in a better way
    - ISO extension & Associated new activities.
    - TO prepare timetable for individual laboratory.
    - TO collect & prepare material safety data sheet (MSDS)
  - 3) Any other
    - TO strengthen women's cell for more activities.
    - TO prepare standard structure for general minutes of meeting.

- 1) NRR ~~3/11/16~~ 2) ANB ~~3/11/16~~ 3) KNR ~~3/11/16~~ 4) SS NR ~~3/11/16~~
- 5) DET ~~3/11/16~~ 6) RVR ~~3/11/16~~ 7) PSN ~~3/11/16~~ 8) AEP ~~3/11/16~~

K.S.N Prasad  
(Lead Auditor) ~~3/11/16~~