

## Minuts of meeting

Patan, Date 11.01.2014

Following matters are discussed for the preparation of NAAC:

- 1- To maintain the register for internal evaluation, examination work, feedback of students, parents and ex-students
- 2- To maintain the register for best-practices.
- 3 To maintain the register of Daily-diary, Time-table, Staff-leave register, attendance register, cash register, student's result register, student's feedback complaint and suggestion register, extra-curricular activity register, staff-council register, anti-ragging cell, states of alumni association, faculty-parent meet, AQAR report submission, PBAS event register, R&D program, etc.
4. To develop the campus as innovative and Best-practices like ideas e.g., Polythene-free campus, Pit construction, water harvesting, Plantation, help in Health camp, etc.

Dr. S.K. Das  
(Coordinator)

Dr. Radha Panday  
(Chairman HEI) Principal

1. Dr. Shobha Shrivastava
2. Dr. Anita Shankar
3. Prof. B.M. Sahu
4. Prof. Kusilya Shastri
5. Dr. R.K. Verma
6. Sri Jagrit Kumar
7. Dr. D. K. Namdev
8. Dr. P. Seth
9. Sri D. K. Bhardwaj
10. Sri D. K. Tikariha
11. Sri Nileshwar Verma
12. Sri Khoman Lal
13. Sri Jayprakash Kashyap
14. Miss Manya Mishra
15. B.K. Chouby
16. Dr. Manoj Dewangan
17. Shri Sandeep Mishra