

① Review of the IQAC presentation: The IQAC presentation was read out by the Co-ordinator and modifications suggested in it by other IQAC members were noted down.

② Task distribution: To assist the IQAC in the interaction with the peer team, names of eight staff members were chosen which are as follows: Mrs. Jube, Mr. Senkatoshi, Mr. Ashim, Mr. Supong, Mr. Moaliba, Mrs. Sagarika, Mr. Utam and Mrs. Sashilila.

Proposals:-

① The IQAC presentation will be e-mailed to all the IQAC members. The members are expected to go through it and communicate to the Co-ordinator any other changes in it that they may feel is necessary.

② The chosen eight staff will be assigned with the responsibility of getting familiar with all the facts and figures of some selective sections of the institutional record / IQAC presentation.