

**MIT First Grade College**  
**Manandavadi Road, Mysore-08**  
**IQAC Meeting**  
**Circular**





Dated: 29-07-2019

A meeting is organised by the IQAC committee to confirm with the minutes of the first meeting and proceed with the present agenda on administrative, academic and other important parameters and discuss on the following topics.

**Agenda of Meeting:**

- To produce proposed calendar of events of each department for the current academic year.
- Allocation of various committees for the current academic year
- Guidelines on documentation and reporting for the process of NAAC
- Plan for any extension activities
- Introduction of Best practices in each department
- Encourage the faculties for research and publications.
  
- Involvement of Rotaract Club

**Members of the committee-**

	<b>Members Present</b>	<b>Signature</b>
Chair Person	Prof. K Nagegowda Principal MTFGC, Mysore-08	
Management Representatives	1) Dr. S Murali President, MET, Mysore.  2) Shri. N R Manjunath Correspondent, GSI Institutions, Mysore	
Academic Advisor	Prof. T T Thomas GSI, Mysore	
NAAC Coordinator	Dr. Chandrajith M Vice Principal & HOD of Computer Science, MTFGC, Mysore-08	

Coordinator	S P Sunitha Assistant Professor & PG Coordinator PG Department of Commerce MTFGC, Mysore-08	<i>S.P. Sunitha</i>
Faculties Members	1) Asst. Prof. B S Shylaja HOD of Commerce & Management MTFGC, Mysore-08  2) Asst. Prof. Aravind Department of Computer Science MTFGC, Mysore-08  3) Asst. Prof. Reena Sateesh HoD of English MTFGC, Mysore-08	<i>B.S. Shylaja</i>  <i>A. Aravind</i>  <i>Reena Sateesh</i>

*K. Jayaram*

**Principal**

**PRINCIPAL**

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