

**CAREER COLLEGE, BHOPAL**  
**IQAC MEETING: MINUTES OF MEETING**

Date: 23/12/2021

Following minutes were discussed in the meeting:

| AGENDA            | MINUTES   | ACTION TAKEN REPORT  |
|-------------------|---|--|
| 1. CCE II Meeting | <ul style="list-style-type: none"> <li>✓ It was discussed in the meeting that one more attempt of CCE will be given to the students who were absent in their internal assessment.</li> <li>✓ It was briefed that all by the respective departmental HODs in consultation with IQAC will decide the date.</li> </ul> | <ul style="list-style-type: none"> <li>✓ CCE II was decided to be conducted in the month of January.</li> </ul>  |
| 2. Auditing       | <ul style="list-style-type: none"> <li>✓ It was decided in the meeting that Internal Auditing needs to be conducted as per the proforma.</li> <li>✓ Criterion VI (Head and Co-head) will be informed for the same.</li> </ul>   | <ul style="list-style-type: none"> <li>✓ Criteria VI had initiated the process of auditing.</li> <li>✓ The auditing proforma was duly filled and validated by the external members.</li> </ul> |
| 3. Syllabus       | <ul style="list-style-type: none"> <li>✓ It was discussed in the meeting that all respective departmental heads will inform the Principal about the syllabus completion status.</li> </ul>  | <ul style="list-style-type: none"> <li>✓ Individual faculty members' syllabus completion reports (dept. wise) were submitted to the Principal's office.</li> </ul>                             |

  
**PRINCIPAL**  
**CAREER COLLEGE**  
**GOVINDPURA, BHOPAL**