



DON BOSCO COLLEGE

Accredited B++ Grade by NAAC with CGPA 2.92
Athiyaman Bypass Road, Sogathur Post, Dharmapuri 636 809
Phone : 94436 04446, 94436 04447
E-mail : dbc155@live.in Website : www.dbcdharmapuri.edu.in



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

CIRCULAR

Date: 22.08.2023

The Internal Quality Assurance Cell is proposed a meeting on 24.08.2023 at 03.00 p.m. in the IQAC office. So, All the IQAC members are requested to attend the meeting without fail.

The agenda of the meeting is as follows:

1. Allot the work to the staff day wise.
2. Work according to criterion wise.
3. NAAC documents - Submission.


IQAC Coordinator





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Minutes of the meeting

Date: 25.08.2023

Time: 03.00 p.m.

Venue: IQAC office

During the meeting following points were discussed,

- ❖ Implementation of the wall around the ground and growing the grass in the ground.
- ❖ Making volley ball port with good environment.
- ❖ All the class rooms, before the staff and students entre every day.
- ❖ To get the documents of the programme, the HOD's are requested to allot the work every day to the staff members.
- ❖ Separate the staff for the each criterion and work along with that.
- ❖ 29th of August is the last date to submit the criterion -1 documents.

Members were present:

S.No	Name of the IQAC member	Signature of the IQAC member
1	Secretary	
2	Principal	
3	Vice – Principal	
4	S. Vadamalai	
5	I. James	
6	M. Periyasamy	
7	Dr. R. Venkatesh	
8	Dr. V. Rajeswari	
9	P. Ramachandran	
10	J. Mahes	
11	R. Ranjthkumar	

IQAC Coordinator





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Action Taken Report (ATR)

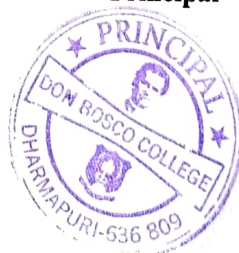
As recommended in the meeting held on 29.08.2023, the following works were completed successfully,

- The volley ball ground produced successfully near by the south side of the college ground.
- Around the ground the wall was created in the good manner.
- Every day the work was allotted to the staff members by HOD's of the respective department, they were completed their works successfully.
- Criterion wise staff was separated in the department.
- The criterion – 1 documents was submitted on August 29 – 2023


IQAC Coordinator




Principal





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

CIRCULAR

Date: 06.09.2023

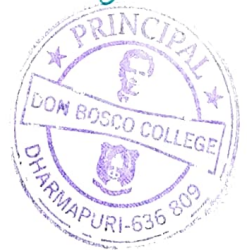
The Internal Quality Assurance Cell is proposed a meeting on 06.09.2023 at 03.00 p.m. in the IQAC office. So, All the IQAC members are requested to attend the meeting without fail.

The agenda of the meeting is as follows:

- ❖ M.Sc Viva Voce
- ❖ Feedback from the students- Design the feedback form.
- ❖ RBT pattern revised blooms Taxonomy
- ❖ Submission of last year Geo tag photos
- ❖ Criterion wise presentation and submit the documents.
- ❖ Discussion about batch plan.
- ❖ Discussed about revised SOP
- ❖ Subject allotment, syllabus update in the website.

P.V.
IQAC Coordinator

Jane
Principal





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Minutes of the meeting

Date:08.09.2023

Time: 03.00 p.m.

Venue: IQAC office

During the meeting following points were discussed,

- ❖ Feedback from the students- Design the feedback form.
- ❖ RBT pattern revised blooms Taxonomy
- ❖ Submission of last year Geo tag photos
- ❖ Criterion wise presentation and submit the documents.
- ❖ Discussion about batch plan and the SOP.
- ❖ Subject allotment, syllabus update in the website.
- ❖ M.Sc Viva Voce

Members were present:

S.No	Name of the IQAC member	Signature of the IQAC member
1	Secretary	
2	Principal	
3	Vice – Principal	
4	S. Vadamalai	
5	I.James	
6	M.Periyasamy	
7	Dr. R. Venkatesh	
8	Dr. V. Rajeswari	
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IQAC Coordinator





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Action Taken Report (ATR)

As recommended in the meeting held on 12.09.2023, the following works were completed successfully,

- ❖ M.Sc Viva Voce and feedback system were collected.
- ❖ The question papers are designed successfully in the RBT pattern.
- ❖ Geo tag photos were collected
- ❖ The NAAC documents are collected from the each and every department of the college successfully.
- ❖ Batch plan of the department were collected.
- ❖ Subject allotment and updating in the website were done on the time.


IQAC Coordinator




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

CIRCULAR

Date: 03.10.2023

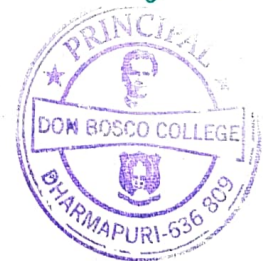
The Internal Quality Assurance Cell is proposed a meeting on 03.10.2023 at 03.00 p.m. in the IQAC office. So, All the IQAC members are requested to attend the meeting without fail.

The agenda of the meeting is as follows:

- ❖ Staff welfare fund
- ❖ Roles and Responsibility of the staff.
- ❖ Green audit, energy audit.
- ❖ Best Practice details.


IQAC Coordinator


Principal





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Minutes of the meeting

Date: 05.10.2023

Venue: IQAC office

Time: 03.00 p.m.

During the meeting following points were discussed,

- ❖ Roles and Responsibility of the staff, mentor and HOD of the college.
- ❖ Green audit, energy audit.
- ❖ Best Practice details should be unique for all departments.
- ❖ Get the different scholarships like Titan Scholarship and other government and non government scholarships, check out whether the students are received or Not .
- ❖ Get the students placement details through the mail, what's app and phone call.
- ❖ Staff welfare fund details

Members were present:

S.No	Name of the IQAC member	Signature of the IQAC member
1	Secretary	<i>Beha</i>
2	Principal	<i>Jane</i>
3	Vice – Principal	<i>S. V. R.</i>
4	S. Vadamalai	<i>S. V. R.</i>
5	I. James	<i>James</i>
6	M. Periyasamy	<i>M. Periyasamy</i>
7	Dr. R. Venkatesh	<i>R. Venkatesh</i>
8	Dr. V. Rajeswari	<i>V. Rajeswari</i>
9	P. Ramachandran	<i>P. Ramachandran</i>
10	J. Mahes	<i>J. Mahes</i>
11	R. Ranjthkumar	<i>R. Ranjthkumar</i>

S. V. R.
 IQAC Coordinator



Jane
 Principal





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Action Taken Report (ATR)

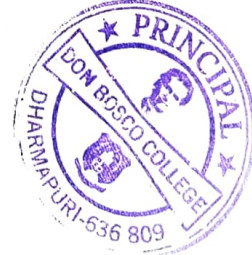
As recommended in the meeting held on 05.10.2023, the following works were completed successfully,

- ❖ Staff welfare fund details are submitted.
- ❖ Green audit and energy audits are done with good manner.
- ❖ Best Practice details were collected.


IQAC Coordinator




Principal





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

CIRCULAR

Date: 09.11.2023

The Internal Quality Assurance Cell is proposed a meeting on 09.11.2023 at 03.00 p.m. in the IQAC office. So, All the IQAC members are requested to attend the meeting without fail.

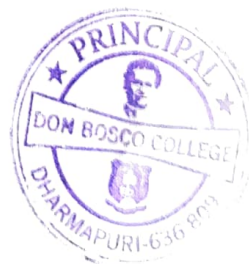
The agenda of the meeting is as follows:

- ❖ The department wise data requirement and submission of pending data of Criterion-2.
- ❖ Usage of Google class room
- ❖ Updating of staff profile.
- ❖ Pass percentage
- ❖ SSS report and model link will be sent to the students.


IQAC Coordinator




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Minutes of the meeting

Date: 09.11.2023

Time: 03.00 p.m.

Venue: IQAC office

During the meeting following points were discussed,

- ❖ The department wise data requirement and submission of pending data of Criterion-2.
- ❖ Before the class resume the notes preparation for the each subject should be completed within the few days.
- ❖ Program reports scan copy submits to the IQAC of every last week of the month.
- ❖ Mentor mentees name list preparation with accuracy.
- ❖ The staff should be Use the Google class room
- ❖ Updating of staff profile in the website compulsory.
- ❖ Pass percentage of the each class should be submit to the IQAC office with principal sign
- ❖ SSS report and model link will be sent to the students.

Members were present:

S.No	Name of the IQAC member	Signature of the IQAC member
1	Secretary	
2	Principal	
3	Vice – Principal	
4	S. Vadamalai	
5	I. James	
6	M. Periyasamy	
7	Dr. R. Venkatesh	
8	Dr. V. Rajeswari	
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Academic Year 2023 – 2024

Action Taken Report (ATR)

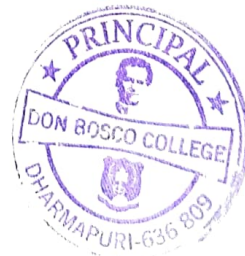
As recommended in the meeting held on 14.11.2023, the following works were completed successfully,

- ❖ Staff profiles are updated in the website.
- ❖ The result analysis was submitted.
- ❖ SSS report and model link will be sent to the students successfully.
- ❖ The department wise data are collected
- ❖ Class notes are prepared by the staff and it gave to the HOD on time.
- ❖ Program reports submitted to IQAC office on time.
- ❖ Mentor mentees name list preparation with accuracy.


IQAC Coordinator




Principal





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

CIRCULAR

Date: 12.12.2023

The Internal Quality Assurance Cell is proposed a meeting on 12.12.2023 at 03.00 p.m. in the IQAC office. So, All the IQAC members are requested to attend the meeting without fail.

The agenda of the meeting is as follows:

- ❖ Work schedule.
- ❖ Log book maintain for both theory and practical.


IQAC Coordinator




Principal





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Minutes of the meeting

Date: 16.12.2023

Venue: IQAC office

Time: 03.00 p.m.

During the meeting following points were discussed,

- ❖ The staffs are requested to writing and submitting the Teaching plan and Lesson plan on time.
- ❖ Long absentees follow up should be daily through the phone call and maintain the call logs.

Members were present:

S.No	Name of the IQAC member	Signature of the IQAC member
1	Secretary	
2	Principal	
3	Vice – Principal	
4	S. Vadamalai	
5	I.James	
6	M.Periyasamy	
7	Dr. R. Venkatesh	
8	Dr. V. Rajeswari	
9	P. Ramachandran	
10	J.Mahes	
11	R.Ranjthkumar	

IQAC Coordinator



Principal





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Action Taken Report (ATR)

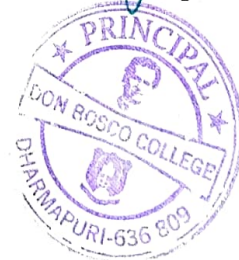
As recommended in the meeting held on 18.12.2023, the following works were completed successfully,

- ❖ Teaching plan and Lesson plan were completed successfully.
- ❖ Long absentees followed up and call log note books are maintained successfully.
- ❖ Work schedule is submitted.
- ❖ Log book maintained for both theory and practical.


IQAC Coordinator




Principal





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

CIRCULAR

Date: 09.01.2024

The Internal Quality Assurance Cell is proposed a meeting on 09.01.2024 at 03.00 p.m. in the IQAC office. So, All the IQAC members are requested to attend the meeting without fail.

The agenda of the meeting is as follows:

- ❖ Student Induction programmes
- ❖ improve the internship
- ❖ Results analysis.
- ❖ National Technical Events.


IQAC Coordinator




Principal





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Minutes of the meeting

Date: 11.01.2024

Time: 03.00 p.m.

Venue: IQAC office

During the meeting following points were discussed,

- ❖ Steps to be taken to improve the internship performance of the students so as to achieve 100% placement.
- ❖ Completing Academic year Results analysis.
- ❖ Student participation in National Technical Events.

Members were present:

S.No	Name of the IQAC member	Signature of the IQAC member
1	Secretary	<i>B. B. B.</i>
2	Principal	<i>J. K. K.</i>
3	Vice – Principal	<i>S. V. V.</i>
4	S. Vadamalai	<i>S. V. V.</i>
5	I. James	<i>I. James</i>
6	M. Periyasamy	<i>M. Periyasamy</i>
7	Dr. R. Venkatesh	<i>R. Venkatesh</i>
8	Dr. V. Rajeswari	<i>V. Rajeswari</i>
9	P. Ramachandran	<i>P. Ramachandran</i>
10	J. Mahes	<i>J. Mahes</i>
11	R. Ranjthkumar	<i>R. Ranjthkumar</i>

S. V. V.
IQAC Coordinator



J. K. K.
Principal





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Action Taken Report (ATR)

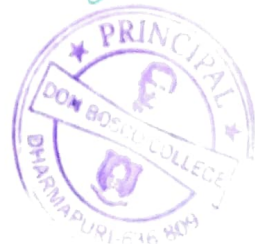
As recommended in the meeting held on 12.01.2024, the following works were completed successfully.

- ❖ Students attended online certification courses successfully.
- ❖ SIP was conducted for the first students.
- ❖ Academic year Results analysis was completed.
- ❖ Student participated in National Technical Events.


IQAC Coordinator




Principal





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

CIRCULAR

Date: 15.02.2024

The Internal Quality Assurance Cell is proposed a meeting on 15.02.2024 at 03.00 p.m. in the IQAC office. So, All the IQAC members are requested to attend the meeting without fail.

The agenda of the meeting is as follows:

- ❖ Geo tag photos.
- ❖ Discussion on all the criteria.
- ❖ Increase broad band service


IQAC Coordinator




Principal





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Minutes of the meeting

Date: 19.02.2024

Time: 03.00 p.m.

Venue: IQAC office

During the meeting following points were discussed,

- ❖ The group of peoples, headed by Mrs. Schlostica Mary Vidhya are visited the NAAC work.
- ❖ All the data must save in the Google drive.
- ❖ Updating Geo tag photos in the website is compulsory.
- ❖ The mentor college peoples gave following suggestion during the meeting,
 - a. Academic council details
 - b. Finance committee details
 - c. Governing bodies details
 - d. COE details
 - e. Meeting details
 - f. OBE
 - g. Incubation details
 - h. Counselling
 - i. Increase broad band service

Members present:

S.No	Name of the IQAC member	Signature of the IQAC member
1	Secretary	
2	Principal	
3	Vice – Principal	
4	S. Vadamalai	
5	I. James	
6	M. Periyasamy	
7	Dr. R. Venkatesh	
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IQAC Coordinator



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

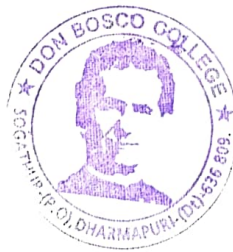
Academic Year 2023 – 2024

Action Taken Report (ATR)

As recommended in the meeting held on 16.02.2024, the following works were completed successfully,

- ❖ Mentor college peoples were visited and they are gave the suggestion to prepare the NAAC documents and SSR.
- ❖ Data saved in the Google drive successfully.
- ❖ Geo tag photos are submitted.


IQAC Coordinator




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

CIRCULAR

Date: 12.03.2024

The Internal Quality Assurance Cell is proposed a meeting on 17.03.2024 at 03.00 p.m. in the IQAC office. So, All the IQAC members are requested to attend the meeting without fail.

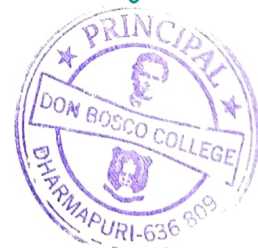
The agenda of the meeting is as follows:

- ❖ The statuses of classes
- ❖ Class progression
- ❖ Student's wellbeing.
- ❖ Online Webinars
- ❖ training for faculty
- ❖ Online internships and certificate courses.


IQAC Coordinator




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Minutes of the meeting

Date: 20.03.2024

Time: 03.00 p.m.

Venue: IQAC office

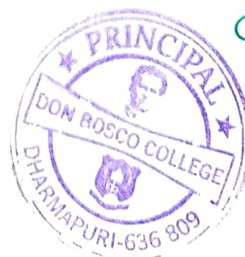
During the meeting following points were discussed,

- ❖ It was observed that, faculty members have opted for multiple innovative means to reach out to the students
- ❖ Classes were progressing successfully and the data were collected.
- ❖ The mentors were reaching out to students to understand their wellbeing.
- ❖ Online Webinars for engaging students with International Experts as the opportunity extends the same way.
- ❖ To provide online training for faculty and administrative staff.
- ❖ Encourage students to engage in online internships and certificate courses.

Members were present:

S.No	Name of the IQAC member	Signature of the IQAC member
1	Secretary	
2	Principal	
3	Vice – Principal	
4	S. Vadamalai	
5	I. James	
6	M. Periyasamy	
7	Dr. R. Venkatesh	
8	Dr. V. Rajeswari	
9	P. Ramachandran	
10	J. Mahes	
11	R. Ranjithkumar	

IQAC Coordinator



Principal



DON BOSCO COLLEGE

Accredited B++ Grade by NAAC with CGPA 2.92

Athiyaman Bypass Road, Sogathur Post, Dharmapuri 636 809

Phone : 94436 04446, 94436 04447

E-mail : dbc155@live.in Website : www.dbcdharmapuri.edu.in



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Action Taken Report (ATR)

As recommended in the meeting held on 17.03.2024, the following works were completed successfully,

- ❖ The statuses of classes were collected.
- ❖ It was observed that, faculty members have opted for multiple innovative means to reach out to the students
- ❖ Classes were progressing successfully.
- ❖ The mentors were reaching out to students to understand their wellbeing.
- ❖ Online Webinars for engaging students with International Experts as the opportunity extends the same way.
- ❖ To provide online training for faculty and administrative staff.
- ❖ Encourage students to engage in online internships and certificate courses.


IQAC Coordinator




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

CIRCULAR

Date: 05.04.2024

The Internal Quality Assurance Cell is proposed a meeting on 05.04.2024 at 03.00 p.m. in the IQAC office. So, All the IQAC members are requested to attend the meeting without fail.

The agenda of the meeting is as follows:

- ❖ Building construction
- ❖ Building Painting
- ❖ Net around the ground.
- ❖ Online Webinars
- ❖ Certificate courses.


IQAC Coordinator




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Minutes of the meeting

Date: 15.04.2024

Venue: IQAC office

Time: 03.00 p.m.

During the meeting following points were discussed,

- ❖ Building construction is under process.
- ❖ Building Painting will be complete within few days.
- ❖ Net around the ground should be making to good ground.
- ❖ The staff members are requested insist the students to attend Online Webinars, online courses.
- ❖ Certificate courses conduct to all students by the each department.

Members were present:

S.No	Name of the IQAC member	Signature of the IQAC member
1	Secretary	
2	Principal	
3	Vice – Principal	
4	S. Vadamalai	
5	I.James	
6	M.Periyasamy	
7	Dr. R. Venkatesh	
8	Dr. V. Rajeswari	
9	P. Ramachandran	
10	J.Mahes	
11	R.Ranjithkumar	

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Action Taken Report (ATR)

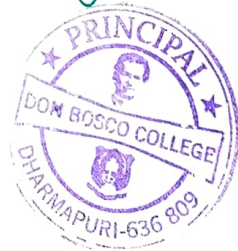
As recommended in the meeting held on 20.03.2024, the following works were completed successfully,

- ❖ Building construction under progression.
- ❖ Building Painting was completed successfully.
- ❖ Net around the ground was created.
- ❖ Online Webinars attend by the students was undergoing
- ❖ Certificate courses conducted for the students.


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

CIRCULAR

Date: 13.05.2024

The Internal Quality Assurance Cell is proposed a meeting on 16.05.2024 at 03.00 p.m. in the IQAC office. So, All the IQAC members are requested to attend the meeting without fail.

The agenda of the meeting is as follows:

- ❖ Submission of pending NAAC document for the academic year 2023.
- ❖ Academic year plan 2023-2024
- ❖ Lesson plan and teaching plan
- ❖ Admission process for the Academic year 2023-2024
- ❖ NAAC peer team visit


IQAC Coordinator




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Minutes of the meeting

Date: 22.05.2024

Venue: IQAC office

Time: 03.00 p.m.

During the meeting following points were discussed,

- ❖ The NAAC documents of the department for the academic year 2023-2024 should be submitted by the department on or before 17.06.2024.
- ❖ Academic plan for the 2023-2024 complete before the academic year start.
- ❖ Lesson plan and teaching plan should be complete before the class resume.
- ❖ Admission process for the Academic year 2024-2025
- ❖ NAAC peer team visit may be June or July so be ready with the department document.

Members present:

S.No	Name of the IQAC member	Signature of the IQAC member
1	Secretary	
2	Principal	
3	Vice – Principal	
4	S. Vadamalai	
5	I. James	
6	M. Periyasamy	
7	Dr. R. Venkatesh	
8	Dr. V. Rajeswari	
9	P. Ramachandran	
10	J. Mahes	
11	R. Ranjithkumar	

IQAC Coordinator



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Year 2023 – 2024

Action Taken Report (ATR)

As recommended in the meeting held on 24.05.2024, the following works were completed successfully.

- ❖ The NAAC documents successfully submitted to the IQAC on 12.06.2024
- ❖ Academic plan for the 2023-2024 completed perfectly
- ❖ Lesson plan and teaching plan completed by the staff
- ❖ Admission process for the Academic year 2024-2025 going on
- ❖ NAAC peer team visit is under process


IQAC Coordinator




Principal

