

Minutes of IQAC Meetings

Meeting 1:- Sep 15, 2015

1. Importance, Roles and functions were presented to new members of IQAC
2. Reviewed the reports of different committees of the college for setting the benchmarks/parameters for the various academic, administrative, research and extension activities of the college.
3. To re-constitute the standing committee for Mock Assessment Process needed for preparation of NAAC assessment.
4. The team recommended the appointment of one more counselor.

Meeting 2: Oct 22 , 2015

1. Minutes of previous meeting were confirmed.
2. To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities on regular basis, it was decided by the chair that the IQAC members (Faculty) shall be conducting the Internal Audits of all the Departments in 3rd week of Jan, 2016.
3. Different time slots were allotted to all the Departments wherein they were expected to make a power-point presentation of their department's strengths, achievements, best practices and future plans.
4. Following guidelines were discussed on the basis of which the academic audit would be conducted:-
 - i) Meeting Records
 - ii) Mentorship Week Data
 - iii) Weekly modular program
 - iv) Academic Calender
 - v) FDP/Seminars/Lectures organized, comvened and attended
 - vi) Teaching innovative method
 - vii) Resources added during the academic year
 - viii) Publications
 - ix) Teacher's contribution in Committees/Cells/Societies
 - x) Individual Profile of Faculty
 - xi) Workload Allocation
 - xii) Student teacher ratio in theory and practicals/tutorials
 - xiii) Examination Work
 - a) Head Examiner
 - b) Superintendent/Deputy Superintendent/Additional superintendent
 - c) Evaluation work
 - d) Paper setting
 - e) External and internal examiner for practicals
 - xiv) Specialized papers offered by the department in IIIrd year for semester and CBCS

Meeting 3:- Jan 15, 2016

1. Minutes of previous meeting were confirmed.
2. Reports of Academic Audit forms were discussed.
3. Shortcomings of each department if any, was identified. Meeting with the TICs of the departments was decided to call on Jan 17, 2016.
4. It was decided in the meeting that new rooms should be allocated for NSS, NCC and so, the new areas were looked after.
5. Augmentation of Research Labs for Botany and Zoology.

Meeting 4: March 17,2016

1. Minutes of previous meeting were confirmed.
2. The overall academic plan and progress of students was reviewed. Result analysis team as formed to analyze the previous year results.
3. Previous teaching-learning process were discussed and the chair agreed for introduction of ICT in all classrooms.
4. Modular plans were designed that were to be submitted by each teacher teaching each of the subject.
5. A Research Committee was set up to organize/supervise research-related activities in the college involving and benefitting both students and faculty. Dr. Vijay Rani was appointed as the convener for the same.

Meeting 5: April 12, 2016

1. Minutes of previous meeting were confirmed.
2. Academic Calendar for the next semester was designed, which is to be followed by each department.
3. Guidelines for internal administrative audit were set.
4. The team decided in the meeting to conduct the administrative audit on 16 May 2016.
5. Guidelines for administrative audit are as follows:-
 - i) Stock verification of various Departments
 - ii) Application of leave rules – CCL, Medical Leave, Leave Encashment
 - iii) Attendance records
 - iv) PF norms
 - v) Service Book completion
 - vi) Procedures of Record Keeping
 - vii) Automation/Use of IT/ Computerization of M.I.S.
 - viii) Purchase procedures of various science departments
 - ix) Accounting Audit.

Meeting 6: June 10, 2016

1. Minutes of previous meeting were confirmed.
2. Reviewed the administrative audit reports held in May 2016.
3. Discussed in the meeting the need of resource papers.
4. All the members of IQAC were given a resource paper to write.
5. Following is the list of some resource papers to be prepared-
 - i) Mentorship
 - ii) Student Progression
 - iii) Infrastructure & Resources
 - iv) Teaching Learning & Evaluation
 - v) Extension Activities & their Community Impact
 - vi) Leadership & Motivation
 - vii) Placement & Internship Programs
 - viii) Consultancy Services
 - ix) E-Library Resources
 - x) Physical Development & Environment
 - xi) Green Audit
 - xii) Societies and Cell structure
 - xiii) Inclusiveness & Enabling Unit

Meeting 7: Aug 25, 2016

1. Minutes of previous meeting were confirmed.
2. With the permission of chair, decided to conduct few seminars/FDP for the faculty and students of our college.
3. The existing student feedback system was discussed and changes in the form were suggested by the team.
4. Following parameters were to be included in the feedback form –
 - i) Regularity of lectures, tutorials, practicals
 - ii) Use of teaching aids such as projectors, computers
 - iii) Completion of courses
 - iv) Encouragement of questioning and queries in classrooms
 - v) Completion of courses in stipulated time
5. Recommended purchase of software such as STATA for econometrics.

Meeting 8: Oct 19, 2016

1. Minutes of previous meeting were confirmed.
2. Importance of mentorship was discussed. It was decided with the permission of chair to conduct mentorship week, wherein each teacher would be given a set of students to mentor.
3. A rough mentorship brochure was presented to the IQAC members by Mr. Sanjay Batra.
4. It was further decided to conduct the program during 2nd week of January.
5. Inputs from Library staff was taken to find the gap between their existing knowledge and new technology updated.
6. As library was being automated, so decided to provide basic computer knowledge to the library staff. It was decided that a workshop/training shall be conducted for the non-teaching staff.
7. The team suggested the Department of Botany and Computer Science to conduct FDPs/workshops.

Meeting 9: Nov 5, 2016

1. Minutes of previous meeting were confirmed.
2. Reviewed and accepted the Computer Science Department proposal to conduct 4 days workshop on Computer Awareness for Non-Teaching staff of our college, to be held during 12th Dec 2016 – 16th Dec 2016.
3. Reviewed and accepted the Botany Department proposal to conduct 2 days FDP on Ecology: Modern Perspectives to be held on 12th Dec 2016 and 13th Dec 2016.
4. Reviewed the report on previous year's student's placements and internships.
5. It was decided by the team to conduct an Internship fair for the students with training and placement cell members. Dr. Mona Bhatnagar decided as the convener for the same.
6. The team suggested to organize a seminar on "Management Skills in Office Administration Practices & Advances".

Meeting 10: Dec 20, 2016

1. Minutes of previous meeting were confirmed.
2. It was decided that a meeting would be called with presidents of all the societies on 3rd Jan, 2017.
3. Each society would be required to submit a write-up about their society achievements and a brief presentation describing themselves by 17th Feb 2017.
4. Reminded TICs to submit the academic calendar and modular program for the upcoming session Jan 2016 -May 2016.
5. The dates for mentorship week were finalized to be 10th Jan 2016 and 13th Jan 2016. Following faculty members were decided to prepare the time slots for the program: -
 - i) Dr. Chetna Jain from Department of Physics & Electronics to look for slots for faculties of Science departments.
 - ii) Dr. Prachi Dewri from Department of English to look for slots for faculties of Arts department.
 - iii) Dr. Sneha Suri from Department of Commerce to look for slots for faculties of Commerce department.

Meeting 11 : Jan 22, 2017

1. Minutes of previous meeting were confirmed.
2. Audit forms of various departments were reviewed. The shortcoming of departments, if any, were identified.
3. Discussed about conduct of Remedial classes for Hindi/English for students. Dr. Sanjay Kumar was appointed as the convener for the same. Ms. Ruchi from English Department and Dr. Vijay Kumar Mishra from Hindi Department were given the responsibility for smooth conduct of the English and Hindi classes respectively .
4. With due permission from the chair, it was decided to start the remedial classes from the next session July 2017.
5. Administrative Audit was decided to be held on 20 Feb, 2016.
6. Previously decided guidelines for the administrative audit were reviewed and finalized.
7. Suggested the Department of Economics to conduct student/faculty development program on financial literacy.

Meeting 12 : March 2, 2017

1. Minutes of previous meeting were confirmed.
2. Administrative audit reports were reviewed. Shortcomings in the system were identified.
3. Recommended the conduct of FDP/Seminars to department of Physics and Chemistry.
4. Reviewed the write-ups and the presentations submitted by the different societies of the college.
5. The team suggested with the permission of chair to collect the alumni feedback and the parents feedback regarding the college.
6. Following parameters were discussed for alumni feedback form:-
 - i) College Infrastructure
 - ii) Achievements
 - iii) Contribution of college towards their vision
 - iv) Willingness to deliver guest lectures/motivational talks
7. Following parameters were discussed for parent feedback form:-
 - i) Teaching-Learning Environment
 - ii) Value based education
 - iii) Discipline practices
 - iv) Response and communication with the college
 - v) Provision of career oriented programs