

IQAC (Internal Quality Assurance Cell)

Minutes of the meeting 1st – 2019-20

Date of the meeting : - 11th July, 2019

Venue of the meeting : - Meeting Room

Time of the meeting : - 11.00 AM TO 01.00 PM

Agenda of the meeting :-

- To review and confirm the minutes of the last meeting
- To prepare Academic Calendar for session 2019-20.
- To organize the workshops and training programs for Teachers and students.
- To celebrate the 150th birth anniversary of Mahatma Gandhi, The Father of Nation at collage level to propagate his message.

NAAC/IQAC Coordinator, Dr.Gaurav Goyal welcomed and briefed the committee members about the agenda. IQAC members, after exchange of ideas and thoughts made the following resolutions:-

Agenda 1:- To review and confirm the minutes of the last meeting.

Resolution: - The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

Agenda 2:- To prepare Academic Calendar for session 2019-20.

Resolution:- IQAC members suggested some activities were deliberated along with various Head/In-charge of Departments, and was focused on how to improvise the quality in terms of academic and outcome based activities.

Agenda 3:- To organize the workshops and training programs for Teachers and students

Resolution:- The IQAC Coordinator requested all the In-charges of department to organize seminar/special lecture/workshop/talk for students under the guidance of IQAC. He requested all the teachers to encourage and motivate students for training programmes which will be organized by different Industries & Research Institute. Principal Dr. T.N.Mishra gave his consent to organize a Five Days Faculty Development Programme in College Campus.

Agenda 4:- To celebrate the 150th birth anniversary of Mahatma Gandhi, The Father of Nation at college level to propagate his message.

Resolution: - Mr. Sanjay Kumar, In-charge, Department of Computer Science suggested to commemorate the 150th birth anniversary of Mahatma Gandhi, The Father of Nation at college level to propagate his message. Dr. Anita Rani Gupta ,Head Department of Teacher Education decided to organize various activities like essay writing, poster making and nukad natak. All members of IQAC are agreed to dedicate a wall magazine of this session based on the activities organized at the celebration of 150th birth anniversary of Mahatma Gandhi.

The meeting was over with a vote thanks proposed by IQAC coordinator to the chair.

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IQAC (Internal Quality Assurance Cell)

Minutes of the meeting 2nd – 2019-20

Date of the meeting : - 20 January 2020

Venue of the meeting : - NAAC Office

Time of the meeting : - 12.00 AM TO 02.00 PM

Agenda of the meeting

- To review and confirm the minutes of the last meeting.
- Online Submission of AQAR of Session 2017-18 & 2018-19 in new format.
- Planning to discuss about one day workshop on E-Content development.
- Planning to discuss about Sports Meet.
- Up gradation and automation of departmental libraries.

NAAC/IQAC Coordinator, Dr.Gaurav Goyal welcomed and briefed the committee members about the agenda. IQAC members, after exchange of ideas and thoughts made the following resolutions:-

Agenda1:- To review and confirm the minutes of the last meeting.

Resolution: - The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

Agenda 2:- Online Submission of AQAR of Session 2017-18 & 2018-19 in new format.

Resolution:- The IQAC chairman Dr. T.N. Mishra, discuss with the member of IQAC that AQAR 2017-18 and 2018-19 will be prepared in new format and to submit online to NAAC as early as possible . IQAC coordinator Dr. Gaurav Goyal said that the data regarding all the criteria's of AQAR for both the years has been collected and ready to compile in new online format so that the AQAR will be submitted by march 2020.

Agenda 3: - Planning to discuss about one day workshop on E-Content development.

Resolution:- IQAC member Dr. H.S. Bhati demanding a workshop on e-content development using various platform like e-PG-Pathshala, SWAYAM. IQAC Chairman / Principal Dr. T.N.Mishra gave his consent to organize this such type of programme to the faculty members.

Agenda 4: - Planning to discuss about Sports Meet.

Resolution:- Dr.Anita Rani Gupta, Member IQAC discussed the plane to organize Sports Meet in college in the month of February. For the smooth conduction of the Sports Meet a college level committee was formed by the principal . Member of the committee are Dr. Anita Rani Gupta, Mr. Kushal Pal Sharma, Mr.Kapil Kumar Sharma, Mrs.Deepali Kapoor Suri,and Mr.Pravesh Kumar. College Sports Coach Mr.Pravesh Kumar give a suggestion that the duration of this event will be two days, one for indoor games and the second one for outdoor sports.

Agenda 5: - Up gradation and automation of departmental libraries.






Resolution:- Mrs. Nidhi Gupta ,Member IQAC and college library committee suggested a need of up gradation and automation of departmental libraries for smooth functioning. Mr. Sanjay Kumar , Incharge Department of

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Computer science give a proposal for Bar Coding and to purchase an upgraded version of library software. IQAC Chairman / Principal Dr. T.N.Mishra gave his consent to for the above said proposal and give the direction to library committee to work on this.

There was no other matter to discuss, all the members appreciated the effort of the institution & the meeting ended with a vote of thanks to Chair.


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Minutes of the meeting 3rd – 2019-20

Date of the meeting : - 26 March 2020

Venue of the meeting : - Zoom App-Online Meeting due to Covid-19 pandemic.

Time of the meeting : - 05.00 PM TO 06.00 PM

Agenda of the meeting

- To review and confirm the minutes of the last meeting.
- Online Submission of AQAR of Session 2017-18 & 2018-19 in new format.
- To prepare for online classes and upload e content on Google class room app.
- To upload e – content on College website.
- Organize online workshops and webinars.

NAAC/IQAC Coordinator, Dr.Gaurav Goyal welcomed and briefed the committee members about the agenda. IQAC members, after exchange of ideas and thoughts made the following resolutions:-

Agenda1:- To review and confirm the minutes of the last meeting.

Resolution: - The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

Agenda 2:- Online Submission of AQAR of Session 2017-18 & 2018-19 in new format.

Resolution: - The IQAC chairman Dr. T.N. Mishra, shared that, the AQAR 2017-18 and 2018-19 has been submitted on in new format online at NAAC portal.


Agenda 3:- To prepare for online classes and upload e content on Google class room app.

Resolution: - IQAC Member suggested for on line classes to simplify teaching and learning in Covid -19 pandemic. Principal Dr. T.N. Mishra gave his consent to-

- Add students directly or share a code or link so the whole class can join.
- Easily communicate with guardian and send them updates.
- Store frequently used feedback in comment box for fast personalized responses.
- Enable face to face connection with students using Google Meet or Zoom built into classroom.

Agenda 4:- To upload e – content on College website.

Resolution: - Mr. Sanjay Kumar suggested that, it is not sustained without the support of information and communication technologies. ICT tools will affect & alter the entire learning process today and in future. Knowledge can be offered using various ways for example orally, in a written form or visually. Thus a particular learning content such as audio, written, visual or any other is used. Learning content is created and presented in electronic way, thus it is defined as e-learning content. All members of IQAC are agreed to encourage all the teachers to upload e-content on college website.


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Agenda 5:- Organize online workshops and webinars.

Resolution: - The IQAC coordinator requested all the In charges to organize seminars and workshops online due to Covid 19 pandemic. Mr. H.S Bhati suggested for webinar. That is a form of one to much communication, a presenter can reach a large and specific group of online viewers from a single location webinar offers various interactive opportunities: Ask a question, chat, survey, test & call to action. All the members of IQAC are agreed to organize webinar with the help of tools like zoom or Google meet.

There was no other matter to discuss, all the members appreciated the effort of the institution & the meeting ended with a vote of thanks to Chair.

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IQAC (Internal Quality Assurance Cell)

Minutes of the meeting 4th – 2019-20

Date of the meeting: - 30 May 2020

Venue of the meeting: - Zoom App-Online Meeting due to Covid-19 pandemic.

Time of the meeting: - 05.00 PM TO 05.45 PM

Agenda of the meeting

- To review and confirm the minutes of the last meeting.
- Implementation of Online Feedback System from various stacks holders.
- To adopt online admission process and fee for upcoming academic year 2020-21.
- Proposal for introduction of new courses from academic year 2020-21.

N/AAC/IQAC Coordinator, Dr.Gaurav Goyal welcomed and briefed the committee members about the agenda. IQAC members, after exchange of ideas and thoughts made the following resolutions:-

Agenda 1:- To review and confirm the minutes of the last meeting.

Resolution: - The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

Agenda 2:- Implementation of Online Feedback System from various stacks holders.

Resolution: - The feedback system of college will be switched offline to online from the next academic year. The process has been initiated by providing online feedback Google form for students & parents on online teaching & curriculum. The feedback will be reviewed and analyzed by In-charge of the department /feedback committee and the outcome will be submitted to IQAC.

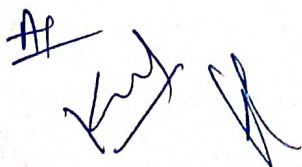
Agenda 3:- To adopt online admission process and fee for upcoming academic year 2020-21.

Resolution: - The issues related with online admission queries & online submission of fees was discussed in the meeting. It was then unanimously resolved to conduct online admission queries & fee submission. The task was assigned to IQAC coordinator for further action.

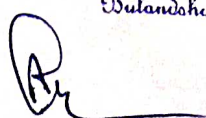
Agenda 4:- Proposal for introduction of new courses from academic year 2020-21.


Resolution: -Mr. Anuj Kumar Garg member of IQAC suggested need of introduction of new UG & PG courses initiated from Commerce, Computer Science and Science discipline. IQAC Chairman / Principal Dr. T.N.Mishra gave his consent to for the above said proposal and give the direction to In-charges of Commerce, Computer Science and Science Department to work on this.

There was no other matter to discuss, all the members appreciated the effort of the institution & the meeting ended with a vote of thanks to Chair.








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