

Minutes of meeting of IQAC (2019-20)

Minutes of first meeting

A meeting of the IQAC committee was held today on September 20, 2019 at 1:30 pm in the Principal office. Following were the highlights of this IQAC meeting chaired by the Principal of the college:

- 1-The Internal Quality Assurance Cell of the college was reconstituted.
- 2-Various aspects and new rules related to NAAC were discussed.
- 3-The AQAR report from 2016 to the present day was updated and discussed.
- 4-It was decided that all the teachers will prepare teaching plan for each semester.
- 5-Each department will maintain the annual results of all the classes.
- 6-New techniques will be adopted to make the curriculum interesting and effective.
- 7- A committee should be constituted for permanent/temporary approval of various subjects in the college. This work must be done on priority basis.

Minutes of second meeting

A meeting of the IQAC committee was held today on September 24, 2019 at 2:30 pm in the Principal office. The following proposals were approved in the meeting of IQAC held today on 24.9.219. The meeting was chaired by the Principal of the college.

- 1-In order to maintain discipline in the college, the dress code will be implemented properly.
- 2-It will be the responsibility of all to pay special attention to keep the college campus clean, polythene free, beautiful and green.
- 3-Arrangement of common room for girls and the responsibility of it were given to Dr S.D. Tiwari.
- 4-Considering the inconvenience of the students, priority should be given to small scale constructions in the college.

5-A new RO water purifier will be installed in the session 2019-20 for pure drinking water.

6-After converting the IGNOU room into a smart class, all the departments will take one or two classes per month compulsorily through the projector in the new session.

7- New magazines and journals will be purchased for the reading room and the record of all the students studying there will be maintained in a register.

8- Dr. Hemlata Dharmashaktu, Dr. Nirmala Lohani and Dr. Rajni Mehra were given the responsibility of managing smart classes and it was decided that one employee would be made available to them for support.

9-Dr Shweta Bishnoi who is keeping an account of the specific monthly achievements of the college will provide a copy of all these documents to IQAC.

Minutes of third meeting

A meeting of the IQAC committee was held today on September 28, 2019 at 2:00 pm in the Principal office. The following proposals were approved in the meeting of IQAC. The meeting was chaired by the Principal of the college.

The IQAC meeting chaired by the Principal discussed the points as under:

1-The faculty members will provide a copy of the certificates of their professional development programmes to the IQAC after completing any such programme.

2-Timely alumni meetings will be held with an aim to invite fruitful suggestions from the college alumni. Efforts will be made to get an alumni account opened so that the amount in it may be put to the best use of the students.

3- Proper seating arrangement will be done for the research scholars.

4- Faculty members will try to initiate some project work.

5- PTA meetings will be held from time to time so as to make the parents participate in the developmental aspects of the institution.

- 5- Career Counselling Cell of the college will be made more active and effective as well.
- 6- Proper documentation of all the college programmes and activities will be maintained.
- 7- NSS and Ranger units of the college will be encouraged to be society oriented by making them more effective.
- 8- The institutional efforts of getting an NCC unit for the college will be sped up.

Minutes of Forth meeting

In this IQAC meeting on November 16, 2019 chaired by the Principal, a committee was constituted for the proper functioning of the Ek Bharat Shreshtha Bharat programme. The meeting discussed the points as follow:

- 1- Plan of Action to be prepared in collaboration with the Ek Bharat Shreshtha Bharat cell of the Karnataka college paired with this institution.
- 2- Chairs, tables, and syllabus related as well as reference books to be purchased through RUSA.

Minutes of Fifth meeting

A meeting of the IQAC committee was held today on December 02, 2019 chaired by the Principal. The meeting discussed the points as follow:

- 1- Keeping in view the need of the female employees, a child care room will be provided in the college premises. Room no. 19-A was fixed for the purpose.

A committee was organized to look into the smooth functioning of the job. The committee members were as under:

1. Dr S. D. Tiwari- Convener
2. Dr Devaki Giri Goswami- Member
3. Dr Nirmal Lohani- Member

4. Dr Hemlata Dharmashaktu- Member

2- Computers will be purchased through RUSA. A smart TV will be purchased with the purpose of providing MHRD live videos to the students.

Minutes of sixth meeting

A meeting of the IQAC committee was held today on January 06, 2020 chaired by the Principal. In this meeting, Room no. 19-A of the college was allotted as childcare room. Prospective beneficiary employees were instructed that:

- 1- Covid protocol should be strictly adhered to in the room.
- 2- Concerned employees will manage the key of the room on their own.
- 3- Proper attention will be paid to see that there is no misuse of water and electricity.
- 4- Beneficiaries will arrange for an employee for the childcare on their own.
- 5- No college student will enter the childcare room.