

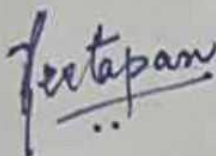
## IQAC Meeting

### Meeting -1

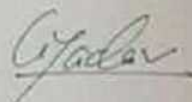
First faculty meeting of IQAC was held 23.7.18 and was chaired by Dr. Ulka Yadav, Principal as the IQAC Chairperson.

1. Welcome IQAC members.
2. Discussion on Academic Audit based on AQAR 2017-18.
3. Review of Action taken in accordance of the V& M and Objectives.
4. Plan of Action for the Academic year 2018-19 in tune with Departmental goals discussed in staff meeting.
5. Discussion on identification and Academic Counseling of Slow and Fast learners
6. Discuss IQAC Calendar
7. Any other matter with the permission of Chair

The meeting concluded with a vote of thanks by the Coordinator IQAC.



Coordinator

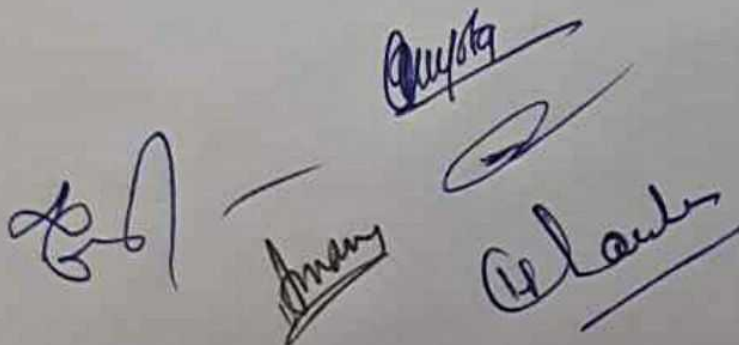


Chairperson

### Faculty Meeting -1

#### **Action Taken**

1. The Academic calendar was followed accordingly.
2. Slow learners were identified for Remedial classes.



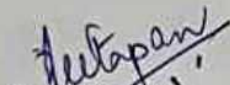
## IQAC Meeting

### Faculty Meeting -1





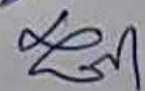
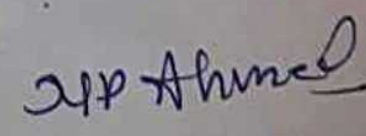
First faculty meeting of IQAC with teaching staff was held 10.7.18 and was chaired by Dr. Ulka Yadav, Principal as the IQAC Chairperson.

1. Welcome faculty members.
2. Snapshot of activities completed in 2017-18.
3. Placing of Newsletter 2017-18 in the House.
4. Discussion on Academic Audit based on AQAR 2017-18.
5. Plan of Action for the Academic year 2018-19.
6. Information on new committees formed and their roles & responsibilities.
7. Emphasis on timely completion of courses and adherence to the Academic Calendar
8. Discussion in identification and Academic Counseling of Slow and Fast learners
9. Any other matter with the permission of Chair

The meeting concluded with a vote of thanks by the Coordinator IQAC.

  
Coordinator

  
Chairperson

- (1) Dr. Anita Manchandre 
- (2) Dr. Nancy Choo hen 
- (3) Dr. Mihail Joshi 
- (4) Dr. V.K. Gupta 
- (5) Dr. Rekha Sharma 
- (6) Dr. Mihail Parveen 



IQAC Meeting

7 August 2018

Faculty Meeting - 2

Second faculty meeting of IQAC with teaching staff was held 7.8.18 and was chaired by Dr. Ulka Yadav, Principal as the IQAC Chairperson.

Following issues were taken up in the meeting for discussion:

1. Reading of minutes of Previous meeting
2. Strict monitoring of students' attendance
3. Timely disbursement of Scholarships to beneficiaries.
4. Organizing of seminars/workshops etc. to be supported by IQAC.
5. Organizing of educational tours, exhibitions and extension lectures under self financed courses with Janbhagidari funding.
6. Continuation of Experiential Learning.
7. Strengthen Ten - 5 Focal Schemes under EQUIP

The meeting concluded with a vote of thanks by the Coordinator IQAC.

Jeeban  
Coordinator

Ulka Yadav  
Chairperson  
7.8.18

(1) Dr. Anita Manchandia

(2) " Nancy Choshan

(3) " Nikhil Joshi

(4) " V. K. Gupta

(5) " Rekha Sharma

(6) " Nikhat Parveen

(7) Bhoshan Mirani

U. Ahmed

## IQAC Meeting

### Non Teaching Staff Meeting – 1

Meeting of IQAC was held with the non teaching staff on 25.8.18 under the Chairpersonship of Dr. Ulka Yadav Principal/IQAC Chairperson. Following issues were discussed:

1. Courteous dissemination of information about all the procedures and welfare schemes to the students
2. Timely distribution of Scholarships, Marksheets, Transfer Certificates etc. to avoid causing any harassment to the students
3. Proper updating of e-Service Books
4. Proper maintenance of records.
5. Completion of UGC accounts and earliest submission.
6. Complete procedure of Arrear Bills of the concerned teaching and non teaching staff members.
7. Timely audit of accounts
8. Maximum participation of students in sports
9. Automation of library and register maintenance of library visit of students and staff.
10. Distribution of work among Class 4 employees.
11. Ensuring clean and eco friendly campus
12. Night vigilance in hostel.
13. Any other matter with the permission of Chair

The meeting concluded with a vote of thanks by the Coordinator IQAC.

*[Signature]*  
Coordinator

*[Signature]*  
25/8/18  
Chairperson

*[Signature]*  
(Dr. Hary Chak)

*[Signature]*  
(Dr. Anita)

*[Signature]*  
Si. Anand

*[Signature]*  
(Dr. R. Sharma)

*[Signature]*  
(Dr. VK Gupta)



## IQAC Meeting

### Faculty Meeting - 3

<sup>Third</sup>  
Second faculty meeting of IQAC with teaching staff was held on 6 September 2018 and was chaired by Dr. Ulka Yadav, Principal as the IQAC Chairperson.

1. Reading of minutes of Previous meeting
2. Planning of Mentoring and Career Counseling of students
  - a. Training course under VCGC on Competitive Exams
  - b. Socio- Psycho Counseling in college as well as hostel
3. Planning of Extra-Curricular and Extension Activities
  - a. Emphasis on inculcating Ethical values and Citizenship among students
  - b. Develop Society Connect through NSS, NCC, Red Cross and Red Ribbon
  - c. Promote and support excellent students in ECA
4. Planning of research, linkage and collaboration activities
5. Discussion on Seminars, Workshops, Educational Visits
6. Discussion on Cleanliness Campaign and planning of MoU with UMC
7. Timely disbursement of Scholarships to beneficiaries.
8. Any other matter with the permission of Chair.

The meeting concluded with a vote of thanks by the Coordinator IQAC.

*Jeetpaw*  
Coordinator

*U. Yadav*  
Chairperson  
06/09/18

- (1) Dr. Anita Manchandia *[Signature]*
  - (2) " Nancy Chohan *[Signature]*
  - (3) " Nikhil Joshi *[Signature]*
  - (4) " V. R. Gupta *[Signature]*
  - (5) " Rekha Sharma *[Signature]*
  - (6) " Nikhat Parveen *[Signature]*
  - (7) Bhoshan Minane *[Signature]*
- Dr. Ahmed*

## IQAC Meeting

### Meeting with Students- 1

A meeting of IQAC with student representatives from all faculties and classes was held on 10.9.18 at 4.00 pm in the auditorium. The meeting was presided over by Dr. Ulka Yadav Principal / IQAC Chairperson.

Following points were discussed herein:

1. Information about the Vision and Mission of the Institute was given to the students
2. A brief introduction of the status, facilities and achievements of the college was given
3. The students were instructed to ensure minimum 75% attendance in classes.
4. Information regarding Academic Counseling cell was given
5. Information regarding Scholarships and various schemes was disseminated.
6. Students were asked to participate in various academic, extra-curricular and sports activities
7. Information regarding NSS, NCC, Red Cross and Red Ribbon was given and students were asked to contribute to society through these extension activities.
8. An introduction of Vivekanand Career Counseling Cell and Placement Cell activities of the college was given to the students.
9. Introduction about Teacher Guardian Scheme and Counseling cell of Psychology Department was given to the students
10. Clean and Green Campus Drive was explained to the students and they were asked to keep the campus clean, engage in plantation activities and save electricity.

The meeting concluded with a vote of thanks by the Coordinator IQAC.

*[Signature]*  
Coordinator

*[Signature]*  
Dr. Nancy

*[Signature]*  
Dr. R. Sharma

*[Signature]*  
10/09/18  
Chairperson

*[Signature]*  
Dr. R. Sharma

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Dr. R. Sharma

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Dr. R. Sharma

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Dr. R. Sharma

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Dr. R. Sharma



## IQAC Meeting

### Meeting with RUSA Committee

IQAC held a meeting with RUSA Committee on 17 September 2018 chaired by Dr. Ulka Yadav, Principal/IQAC Chairperson. The RUSA Convener Dr. V.K. Gupta and IQAC Member addressed the meeting and the following issues were discussed in the meeting:

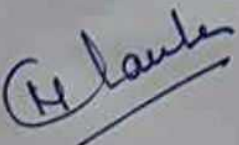
1. The college has been sanctioned Rs. 2 Crore in the Second Round under the Component 9 of Infrastructure Grant of *Rashtriya Uchhatar Shiksha Abhiyaan* (RUSA).
2. The House decided to select the criterion of 50:30:20 for the college as per the RUSA Guidelines.
3. The selection of this criterion will make available Rs. 1 crore for new construction, Rs. 60 Lakhs for Renovation and Rs. 40 Lakhs for Equipment purchase.
4. The DPR for this proposal has to be prepared by Divisional Engineer of PIU/PWD in consultation with IQAC and has to be sent to Project Directorate, RUSA Office, Bhopal.

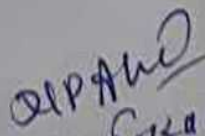
The meeting concluded with a vote of thanks by the Coordinator IQAC.

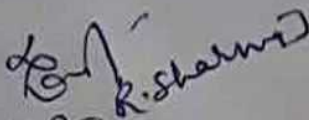
  
IQAC Coordinator

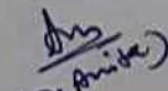
  
Chairperson

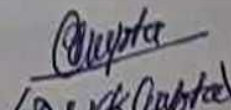
  
RUSA Convener

  
(Dr. Nancy Chakraborty)

  
Dr. P. Anand  
SI Borealis

  
Dr. R. Sharma  
E. B.

  
(Dr. Anita)

  
(Dr. V.K. Gupta)

IQAC Meeting  
Meeting with Alumni

A meeting of IQAC with student representatives from all faculties and classes was held on 5.10.18 at 4 pm in the auditorium. The meeting was presided over by Dr. Ulka Yadav Principal/IQAC Chairperson. At the outset an Alumni tour was conducted which was coordinated by Dr. Sadhna Nirbhay, the Chairperson of the Alumni Association.

Later, the following points were discussed in the meeting:

1. The Alumni present in the meeting gave their introduction in brief.
2. A brief description of the current status and achievements of the college was given to the alumni.
3. The NAAC Peer Team visit and its recommendations were shared with the Alumni.
4. The SWOT Analysis of the college and future plan of action for the development of the institute were discussed with the Alumni.
5. The suggestions for college development were invited and collected from the alumni.
6. The Alumni were asked to give Lectures or conduct Workshops under their guidance according to their expertise.
7. The Alumni were requested to contact the well placed alumni to help the students in placement and career counseling.
8. They were asked to request them to help in the image building of the institute and give donations to their Alma Matter.
9. They were also asked to get the feedback forms and Alumni Association membership forms filled.

The meeting concluded with a vote of thanks by the Coordinator IQAC.

*Heetapam*  
Coordinator

*Ulka*  
5/10/18  
Chairperson

*Dr. R. Sharma*  
SI. Prasad

*Dr. R. Sharma*  
Dr. R. Sharma

*Dr. Chaudhary*  
Dr. Chaudhary

*Dr. Chaudhary*  
Dr. Chaudhary

*Dr. Chaudhary*  
(Dr. Chaudhary)

*Dr. Chaudhary*  
Dr. Chaudhary



## IQAC Meeting

### Faculty Meeting -4

Fourth faculty meeting of IQAC with teaching staff was held on 13.11.18 and was chaired by Dr. Ulka Yadav, Principal as the IQAC Chairperson.

Following points were discussed in the meeting:

1. Reading of minutes of Previous meeting
2. CCE/Project status of the students.
3. Attendance and curriculum status of the students.
4. Departmental meetings and documentation of activities.
5. Experiential learning inputs of departments.
6. Participation of teachers in Seminars / conferences / workshops / FDPs.
7. Status of research activities of teachers. Encouragement to write minor and major research project proposals.
8. Best Practices.

The meeting concluded with a vote of thanks by the Coordinator IQAC

Teekapam  
Coordinator

Ulka Yadav  
31/11/18  
Chairperson

- (1) Dr. Anita Manchandani
- (2) " Nancy Chohan
- (3) " Nikhil Joshi
- (4) " V.K. Gupta
- (5) " Reena Sharma
- (6) " Nikhat Parveen
- (7) Deepali Bhatnagar

Dr. Ahmad  
Chairman

## IQAC Meeting

### Meeting with Parents

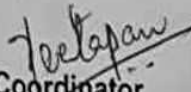
A meeting of IQAC with parents was held on 4.12.2018 pm in the auditorium. The meeting was presided over by Dr. Ulka Yadav Principal / IQAC Chairperson. At the outset a welcome address was given by Dr. Bharti Jain, the Convener of the Teacher-Guardian Scheme. The college profile and achievements were elaborated through Power Point Presentation by Dr. Rashmi Bhargava. Parents were invited to express their views and share the problems of their wards, if any.

Following points were raised by some parents in the meeting:


- Parents appreciated the efforts of the college for academic as well as co-curricular development of their wards.
- They suggested that, if possible, the college should run a bus of its own for the safety and convenience of the students.
- Parents demanded improvement in the canteen facilities with provision of more articles on the shelf.
- Few parents mentioned the problems of their wards regarding one book at a time issue system in the college library.

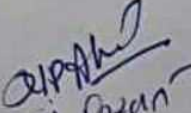
Principal of the college in her presidential address explained certain practical problems in the running of a college bus, and said that one book for 15 days compels the students to use it promptly and sincerely and they can get it reissued after a period of time. She assured to take care of rest of the problems.

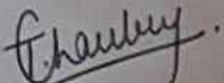
The meeting concluded with a vote of thanks by the Convener of the Teacher- Guardian Scheme, Dr. Bharti Jain.

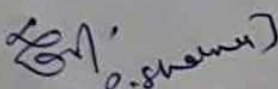
  
Coordinator

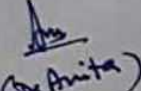
  
Chairperson

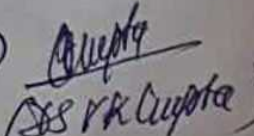
  
Dr. H. Chandra

  
Dr. Bharti Jain

  
Dr. Rashmi Bhargava

  
Dr. R. Sharma

  
Dr. Anita

  
Dr. P. K. Gupta