

# IQAC

## Minutes of Meetings

### **07- July- 2018**

As providing quality education and better facilities to staff and students is our institution's prime motto, so keeping in view this motto an IQAC meeting was held with the members of managing committee on 7<sup>th</sup> July 2018, and following important decisions were taken:

- **Construction of Child Care Unit :**  
As there were 9 new appointments of Assistant Professors in the session 2017-18, so to provide better security to their small kids, it was decided to construct child care unit for staff members and students.
- **Construction of Smart Class Room:**  
It was decided to construct a place, where the students can express their views on a particular topic with more confidence and clarity, so the decision to construct a smart class room was taken.
- **Construction of Conference Room:**  
To hold meetings on serious and important matters, it was decided to construct conference room.
- **Construction And Furnishing of New Library:**  
Students thirst for knowledge was felt, so it was decided that in the new session 2018-19, newly constructed library should be made well furnished and well equipped with latest books, Journals and computers.
- **Upgradation of Gymnasium for Staff and Students:**  
It is said that "Healthy mind lives in a healthy body, so it was felt that health care centre should be upgraded for staff and students with modern, advanced and easily handling machines.
- **New Furniture For Staff Room :**  
Whenever a staff meeting was held it was felt that furniture (tables and chairs) was not sufficient in number in the staff room. So the decision to purchase new furniture for staff room was decided.
- **Separate "Study Room Section" in Staff Room:**  
It was decided to create a separate "Study Room Section" in the staff room for providing better comfort in reading to teachers.

- **Construction of Ramp:**

For handicapped students, it was decided to construct ramp, so that they may easily move to their class rooms.

- **Construction of New Canteen:**

As providing better quality in each and every aspect of student life is our prime motto. It was decided to construct more airy and spacious canteen, where students can sit and eat comfortably. Maintaining quality in food items is also taken into consideration.

- **Making College Campus Beautiful & Attractive:**

To increase the beauty of college campus, it was decided to install statues, fountains and more and more plants in the garden.

- **Installation of Water Cooler With Purifier:**

Keeping in view the demand of students for clean and cold water, it was decided to install water cooler with water purifier.

- **Upgradation of Home Science Labs:**

Efforts should be made to upgrade the home science labs to make the working more comfortable and secure for students and incharge.

### **30-July-2018**

IQAC members meeting with the students:

An IQAC meeting was held with the students on 30<sup>th</sup> July 2018. The following guidelines were issued to them:

- Students were advised to attend the classes regularly and submit their assignments on due dates.
- Students were asked to attend mentorship periods regularly.
- They were informed that if a student remains absent for more than 14 days her name will be struck off and mentioned on the notice board of the college.
- They were motivated to participate actively in extra-curricular activities organized by different cells like NSS, women cell, legal literacy cell etc.
- They were asked to take advice from members of personal counseling committee if they had any problem.
- They were advised against the over use of mobile phones.
- They were advised to keep their college clean and green.
- The students were instructed for compulsory wearing of identity cards.

#### **04- September-2018**

An IQAC meeting was held on 04-09-2018 under the chairmanship of Dr. (Mrs.) Alka Gupta (Principal). To promote quality environment in academic field in the college the following issues were discussed:

- Conducting induction programme for the students
- Use of ICT based learning tools for effective teaching-learning process.
- Class tests should be based on concept.
- Tracking the student progress after completion of course
- Promoting link of the students with the society/ industry such that the students engage in society productive activities during the period of study.
- Train the students in essential professional skills.
- Promoting quality research by faculty.
- Induction training, refresher training for all new teachers.

#### **14- September-2018**

Keeping in view that the instructions given by DHE to maintain quality standards in academic field, an IQAC meeting with permanent faculty members was held on 14-09-2018. In this meeting following guidelines were issued to the staff members:

- Use of modern ICT tools for the better understanding of the concept.
- Class tests should be based on concept.
- Inviting senior and renowned person in the subject concerned as resource person.
- Keeping the record of all the department activities.

#### **1-January-2019**

On the very first day of the year 2019, an IQAC meeting was held with the staff members to greet them 'New Year 2019' and to issue some important guidelines regarding new semester.

- Staff members were told to prepare the lesson plan & display it on the notice boards.
- They were instructed to complete the syllabus of the even semester within time prescribed in academic calendar. They were also instructed to take assessment tests and assignments according to the CRSU pattern.
- They were motivated to attend orientation courses & refresher to improve & update their knowledge. They were also encouraged to attend faculty development programmes such as workshops, training courses etc. to improve their teaching skills.
- They were encouraged to use interactive and participating method of teaching such as group discussions, PPT's etc.
- The assistant professors whose senior scale/ senior selection scale was due in coming years were asked to prepare 'API proforma' and get it verified from 'API Committee' on annual basis.

#### **14-March-2019**

IQAC meeting with non-teaching staff

To promote the working of clerical staff and to make it fully computerized, the following important decisions were taken under the chairmanship of Principal Madam, President and Managing Committee:

- The software CMS should be installed in clerical office to bring efficiency, transparency and quality in clerical job.
- Clerical room should be renovated and separate cabins should be created.
- Duties and responsibilities should be clearly defined and assigned to them.
- They should be given training regarding use of CMS system.

#### **03-June-2019**

Session 2018-19 was about to complete, so an IQAC meeting held on June 03, 2019 with the President (Managing Committee), Chairperson (Mrs. Anita Kumari) and IQAC members to discuss the 'Action Taken' on the basis of 'Plan Made' during the session. The 'Coordinator of IQAC' put the following 'Action Taken Report' in front of all:

- **Construction of New Library:**

College library has been shifted to the new building which is more airy, spacious, well furnished and computerized.

- **Construction of New Canteen:**

New Canteen has been constructed having large seating capacity, more facilities and good ambience.

- **Reading Room Section in Staff Room:**

Furniture was purchased for the staff room & separate 'Study Room' has been created in the staff room, to make study more comfortable for the staff.

- **Child Care Unit:**

One room was converted into 'Child Care Unit' having all the requirements of small babies like toys, swings, beautiful & attractive furniture etc. This unit has been created to facilitate those staff members and students having small babies.

- **Medical Room:**

A new 'Health Care Unit' has been started in the college to provide protection & safety to the students and staff members at the time of injury & illness.

- **Upgradation of Gymnasium:**

Keeping in view the fitness of staff members and students 'Gymnasium/ Gym' has been upgraded which is well equipped with modern machines and facilities.

- **Formulation of Research And Development Committee:**

To promote the 'Research Culture' in the college, 'R & D Committee' has been formulated. This committee will take initiative for arranging workshops, seminars, extension lectures and will motivate the staff members for research work.

- **Upgradation of Clerical Office:**

Flooring of clerical office was done. Separate cabins were created for each individual, assigning them their duties and responsibilities in written and introduction of CMS system was in progress.

- **Establishment of Smart Class Room:**

Conversion of simple class room into smart class room was done by installing digital podium, projector and white curtain.

- **Making College Campus Beautiful & Attractive**

To increase the beauty of campus, fountain was installed, plants were planted in the garden and to maintain religious and holy environment in the college, the statue of Saraswati Maa was installed.

- **Installation of Water Cooler With Purifier**

The process for Installation of water cooler with purifier was in progress.

- **Upgradation of Home Science Labs:**

The upgradation of home science labs were in progress by the end of June 2019.

The President and Chairperson (Principal Madam) appreciated the work of IQAC team and the meeting came to an end with a big round of applause for the IQAC incharge and members