

IQAC MEETING - 1

Date: 20.07.2018

Venue: AV Room

Time : 11:00 am.

Agenda :

- Minutes of the previous meeting
- Faculty Development Program
- Charting out the plan of action by IQAC for the new session
- Preparation of AQAR
- Preparation of Academic calendar, department wise
- Construction of toilet and ramp for physically handicapped and disabled children

Minutes of the Meeting

- 1) The minutes of the previous meeting were read, confirmed and recorded.
- 2) IQAC coordinator emphasized on self orientation to prepare for reaccreditation.
- 3) The members discussed about preparation of Academic calendar of every department in accordance with the university calendar.
- 4) The coordinator highlighted the need for internal audit to ensure efficient, timely and progressive performance of academic activities.
- 5) Chairman of the IQAC informed the members about construction of toilet and ramp for disabled children.
- 6) IQAC coordinator informed that Faculty Development Program had been successfully organized and all the teaching staff has been benefited. The theme was “Continuous Professional Development”.
- 7) A discussion was held on the process of filing of AQAR and collection of data from departments and office.
- 8) It was decided that an Academic Audit shall be conducted in the college by appointing internal auditors to be identified by management. The format of the audit would be decided by management and IQAC.
- 9) Members proposed to strengthen the feedback mechanism. A committee was formed to revise the feedback forms for all stakeholders.
- 10) All the departments were instructed to take initiatives to promote a learner centric environment and adopt participatory teaching and learning methods.
- 11) IQAC reviewed the prevailing best practices and stressed the need to continue them earnestly. Teachers presentation is one of them.

Members Present:

1. Fr.Shanti Prakash Panna(Director, Management representative)
2. Dr. Kuldeep Dubey(College Principal and Chairman IQAC)
3. Dr. G.Padma Gouri(Vice Principal, IQAC Member)
4. Mr. Vaibhav Shrivastava(IQAC Member)
5. Mrs. Gayatri Iyengar(IQAC Member)
6. Ms. Sunita Pawar(IQAC Member)
7. Mrs. Yashaswee Lonkar(IQAC Member)
8. Dr. Prachi Singh(IQAC Member)
9. Dr. Shraddha Verma(IQAC Member)
10. Mr. Tiharulal Dadsena (Administrative staff)

Coordinator – Mrs. Pooja Rathi