

IQAC MEETING - 4

Date: 16.01.2018

Venue: AV Room

Time : 11:00 am.

Agenda :

- Preparation of SSR for accreditation from NAAC.
- Academic Audit of the college.
- Strengthening of library and teaching learning process.
- Strengthening of support services.
- Any other matter with the permission of the chair.

Minutes of the Meeting

- 1) IQAC coordinator Mrs. Pooja Rathi greeted all the members and welcomed them. She also welcomed external member Dr. G. A. Ghanshyam to the IQAC meeting.
- 2) The motto of IQAC was explained by her and explained the status of the college towards Mission 2020 is the 3rd cycle of NAAC visit and targeting A grade.
- 3) College Principal Dr. Kuldeep Dubey started his address by introducing Dr. Ghanshyam. Dr. Ghanshyam has been known as the NAAC man as he has conducted a number of workshops & seminar in different universities about NAAC A&A.
- 4) Principal also stated the credits scored by the college in last few years, as it is begging the best college award for last 2 years from the university.
- 5) Principal also mentioned that the college should target A++ grade in the NAAC 2020, instead A.
- 6) Guest external member Dr. Ghanshyam was requested to throw light on the context Prof. Ghanshyam explained the significance of NAAC and defined it as a competitive process with oneself.
- 7) To get A++ grade in NAAC, hard work, clear goals and orientation of the mission 24x7 are the basic parameters those are required.
- 8) Dr. Ghanshyam also elaborated the significant role of IQAC in a college, as it has to carry the quality within the institute and it should come out (reflect) through every act of members of college family.
- 9) At the end of introductory address Director Rev. Fr. Shanti Prakash Panna addressed the meeting and motivated all the members to move ahead without any hesitation for the big target. He also quoted that all the activities conducted in the college should be student centric.
- 10) Moving forward to the agenda of the meeting, the guest member Dr. Ghanshyam was asked how to start for NAAC.
- 11) In answering the procedure Dr. Ghanshyam explained the new process of filling IIQA that is to be followed by filling the SSR and the peer team visit.
- 12) He also proposed to get the SSR ready before hand as it creates the baseline to fill IIQA and can later be updated.

- 13) Dr. Ghanshyam also explained the criteria & significance of students' satisfaction survey and suggested few ways to have a flow of communication between the college & students.
- 14) He also explained the significance of TLE(Teaching Learning & Evaluation) as one of the 7 criteria of SSR and suggested several effective ways to make it more impressive.
- 15) The Student Support Services and its importance was also explained by him and few suggestions were given to make it more beneficial for students.
- 16) Mrs. Gayatri Iyengar asked for the ways to document the monthly planner to maintain the record of the activities in practical way. The suggestion was given in detail and format of the document was explained.
- 17) In answer to a question asked by Mr.Vaibhav Shrivastava, Dr. Ghanshyam suggested and innovative way to approach to the students through getting videography of the lessons and uploading it on You-tube, uploading the PPT of the lessons and creating a blog(Teachers) for better communication.
- 18) College librarian Ms. Sunita Pawar briefed all the activities conducted by the library committee and asked for the suggestions to improvement.
- 19) Dr. Ghanshyam suggested to let her have individual orientation classwise inside classroom. Another suggestion was to co-ordinate with the subject teacher and assign a project to strengthen the usage of reference books. The rack no. place and accession number should also be mentioned in the report.
- 20) The meeting ended with the thanks giving by the Vice-Principal Dr. Padma Gouri.

The IQAC meeting was followed by a general staff meeting for a general orientation of the staff members for NAAC by Dr. G. A. Ghanshyam.

IQAC meeting - Members Attended

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

11. Mr. Tiharulal Dadsena (Administrative staff)

Coordinator – Mrs. Pooja Rathi