

# **Minutes of IQAC Meetings**

**Date: 29-11-2023**

**Time- 01:30 pm**

**Venue: Reading Room**

A meeting of the college NAAC Committee was held in the Reading Room on 29-11-2023 at 01.30 p.m. It was attended by the Convenor IQAC, Dr. Onima Sharma and all other Criterion Heads including the Vice Principal, Chief Advisor, IQAC and other important staff members.

**Agenda:** To prepare the institution for the coming NAAC accreditation in 2024, the criterion heads were asked to project. Their criteria with the requirements they faced. This was done in the form of a Power Point Presentation that received valuable inputs from the academic luminaries present.

## **Following staff members were present:**

1. Dr. S.K. Singh (Principal)
2. Dr. S.P. Joshi (Vice-Principal)
3. Dr. K.R. Jain (Special Invitee)
4. Dr. Prashant Singh (Special Invitee)
5. Dr. H.B.S. Randhawa (Chief Advisor, IQAC)
6. Dr. Onima Sharma (Coordinator, IQAC)
7. Dr. A.C. Bajpai
8. Dr. Vineet Vishnoi
9. Dr. Monisha Saxena
10. Dr. Reena Uniyal Tiwari
11. Dr. Vikas Chaubey

- Dr. Prashant Singh suggested to work out on the recommendations given by peer team, what recommendation have been completed.
- Dr. Randhawa said to chalk out the action taken report on the basis of recommendations.
- Calender college needs to be uploaded on website.

- Number of students in Add-on Course need to be increased.
- Documentation of faculty's involvement in academic activities need to be collected.
- Field visits for students need to be worked out.
- We have to increase the number of projects under taken.
- Feedback from parents and employees need to be taken.
- Action taken on feedback from students, teachers, and others.
- We need to have office Facebook page.
- Number of internship has to be increased.
- Number of Add-on Courses will be increased.
- Letters to sent to the departments.
- Criteria-wise requirement to be prepared and sent to the departments for data collection.
- Recommendation in college calender need to be incorporate within university calender.
- Departmental academic calender need to be constructed in which ninety teaching days have to be divided in the teaching calender.
- Documentation to be done for keeping the record of projects done.
- Feedback to be increased during practical exams/ sessionals.
- List of publications from teachers to be submitted in IQAC for at least three years.
- Departmental file to be prepared for documentation of every department.
- Design of feedback form should be different from the NAAC format.
- Executive summary of involvement of academic activities signed by Principal to be generated.
- Add-on Courses are compulsory for every department.
- MoU and collaborations to be made with professional or private sports coaches to provide infrastructure in line of free of cost coaching to the students.
- Letters for documentation could be procured from CAS forms.

### **Meeting continued - 31-11-2023**

1. Data for research publication to be collected from the CAS files submitted in the college.
2. Research guides data to be collected from Prof. Prashant Singh.
3. MoU to be done with Himalayan Institute for student exchange and laboratory use.
4. Major changes to be done in IQAC Cell.

### **Members in the meeting:**

1. Prof. Sunil Kumar (Principal)
2. Prof. H.B.S. Randhawa
3. Prof. Prashant Singh
4. Dr. Onima Sharma
5. Dr. Naina Srivastava
6. Dr. Archana Pal
7. Ms. Ritu