

Meeting No. 8 (14/12/2018)

Minutes of the Meeting

The 8th IQAC meeting was held on 14th December, 2018. The meeting started with the welcome note and an introduction of the members present by the IQAC Co-coordinator Dr. Shriti Chaudhary. First of all a review on the progress of the following resolutions taken in the 6th IQAC meeting was presented agenda wise:

Agenda 01- Identification of Developmental Parameters and formation of committees for Administrative, Academic, Financial and Green audit

Resolution 01: Formation of committees for Administrative, Academic, Green and Financial Audit to look after the AAA in the campus:

Progress- Specific Committees were constituted and are working satisfactorily as reported in the Internal IQAC meeting held on 09-07-2018.

Resolution 02- A Counseling cell cum help desk shall be made available to the students at the time of admission

Progress- Counseling cum help desk was provided to the Admission seekers for one month which worked efficiently. Students and parents were benefitted by the desk.

Resolution 03- Concrete steps shall be taken on the following matters related to environment:

- a. Setting up a water harvesting system/ plant
- b. A compost pit for waste management near college canteen
- c. Installation of solar plates on the administrative wing of the college
- d. More trees shall be planted in the college campus in the coming rainy season.
- e. A proposal for water harvesting setup shall be placed before the Kokar Industrial Area Association. The head will depute some persons to prepare the plans.

Progress- Soon after the completion of the ongoing renovation work of the southern wing of the academic block of the college, the water harvesting plant will be installed. The place for compost pit has been identified near Room no.21. As for tree plantation, 200 plants were planted in earthen pots in the eastern side of the academic block.

Resolution 04- Academic audit would look into the following resolutions

- a. Each department shall have to keep their departmental profile ready by June end .

- b. Each department shall arrange an ICT enabled class once in a fortnight from the next academic session.
- c. Providing write-ups of the subject matter to be taught to the students before classes shall be encouraged.
- d. Remedial classes for SC/ST students and monthly tests shall be conducted.
- e. Parents-Teachers meetings shall be arranged in the beginning of the each semester.
- f. Each department shall arrange an orientation program to train students for filling up online feedback from the coming academic session.

Progress-

- Date and time was allocated to each department in the routine for ICT enabled classes and are conducted successfully.
- Write-ups of the subject matter are being provided to the students by some of the departments.
- Most of the departments are taking monthly tests.
- Parents Teacher's meeting have been organized occasionally by few departments.
- College app has been officially launched on the College Foundation Day (25th November, 2018) and students are motivated by the teachers in the classes to download and fill the online feedback form through the app.

Agenda 02- Admission Policy

Resolution 01-

- a. Deadlines related to the issues of admission and examination shall be strictly followed.
- b. Operational preparedness of the Software shall be ensured before the onset of the admission process.

Progress- This year admission at UG and PG levels were undertaken through Chancellor Portal and therefore the college was bound to follow its deadlines.

Agenda 03- Formation of Alumni Association

Resolution 01- Alumni association shall be formed before summer vacations.

Progress- Alumni Association has been formed on 18th May, 2018.

Agenda 04- Strategies for improvement in classroom attendance of students

Resolution 01- Every Department shall display monthly attendance report in their respective departments.

Progress- Display of monthly attendance report has been initiated by most of the departments.

Agenda 5-Miscellaneous

Resolution 02- NCC for student is proposed and the proposal is pending in the NCC office however in the near future it will be started in the college campus.

Progress- As soon as permission is granted by the NCC head office, the NCC will be started in the college campus.

Resolution 03- Cultural and sports events at college level shall be organized at frequent intervals.

Progress- The College Foundation Day (25th November) has been declared to be celebrated as Foundation Day Cum Youth Fest from now onwards. The college also encourages students to participate in various level sports events under the supervision of the Sports in charge.

Resolution 05- “No Smoking Zone Board” shall be placed shortly at the college entrance gate.

Progress- ‘No Smoking Zone’ board has been put up at the entrance gate and also in the college campus.

The following resolutions (agenda wise) were made after discussion on pre decided several agenda.

Adenga 01- Arrangement of Skill Enhancement Course (SEC) classes for Science, Arts and Commerce and Humanities faculty.

Minutes:

Dr. Shriti Chaudhary, IQAC Coordinator, suggested that as the EVS classes for Semester II students were arranged in last session, similarly the SEC class may be arranged for Part III (Arts/Science/Commerce).

Dr. V.B. Singh, executive member, suggested that SEC classes may be engaged with the help of contractual teachers (especially by the teachers of BCA dept. or experts in the subject matter).

Resolution 01: Supplementary routine may be introduced for this purpose as soon as possible.

Agenda 02- Nomination of new members for IQAC as Dr V B Singh has been superannuated. Names of the newly elected Student Union's President (Sonu Kumar Pandit) and Deputy Secretary (Alka Sahu) should also be included as student representative in IQAC.

Minutes:

Chairperson of IQAC, Principal, has been given the authority to nominate the new member. The Student Union's President and Deputy Secretary was introduced in the meeting.

Resolution 01: Student Union's President and Deputy Secretary as IQAC student members shall be notified.

Agenda 03- Rejuvenation of ICT enabled classes

Minutes:

Dr. S.C. Gupta, suggested that portable Multi-media projector need to be arranged.

Resolution 01: The college shall enquire the market price of the portable Multi-media projector and will be purchased in near future.

Agenda 04- Management and maintenance of IQAC Stock Register

Minutes:

Dr. Meena Sahay, external member, suggested that stock register of IQAC must be properly maintained.

Resolution 01: The IQAC stock register shall be updated.

Agenda 05- Mast light in the college campus near canteen.

Minutes:

Mrs. Neetu Kumari, teacher member, raised the issue of mast light in the college campus near canteen.

The Principal, requested Shri. Ratan Agarwal, Industrialist and Community representative, to provide with the same.

Resolution 01: Assurance for installation of mast light has been given by Shri Ratan Agarawal.

Agenda 06- Winter uniform for students

Minutes:

Dr. Nancy Tirkey, teacher member briefed about the proposal of sweatshirt (Hoodie) with college monogram as winter uniform.

Dr. S.C. Gupta, advised that sweatshirt without hoodie

Shri. Ratan Agarwal, was of the opinion that College Blazer should be introduced and would enquire if blazers are available in the market at nominal rates.

Sonu Kumar Pandit, student representative, gave his view on the matter stating that whichever (sweatshirt/ sweater/ blazer) would be least in price should be introduced.

Resolution 01: Market price shall be enquired for each of the item and would be introduced as winter uniform from the next academic session.

Agenda 07- Workshops Seminars – State and University levels by each Department.

Minutes:

Dr. S.C. Gupta, suggested that state and university level seminars should be first organized by departments where P.G. courses have been introduced.

Dr. Manoj Kumar, Principal, informed on this matter that, Commerce department will organize the seminar next month.

Resolution 01: All departments with P.G. courses are directed to organize seminars/conferences at frequent intervals in collaboration with University departments or other agencies.

Agenda 08- Parents Teachers Meetings to be conducted in the month of January 2019, by all departments

Minutes:

Dr. Meena Sahay, appreciated the initiative of taking feedback from parents. She further suggested that the feedback form should be precise and effective. Moreover, identities of students should not be disclosed in the Student Feedback form.

Resolution 01: Student and Parents Feedback form need to be reframed.

Resolution 02: Parents Teacher's Meeting has to be arranged by each department in the month of January.

Agenda 09- Discussion on pre- requisites for NAAC Evaluation or Preparation for NAAC visit (AAA).

Minutes:

Dr. Neeta Lal, NAAC Coordinator, briefed on the preparation regarding NAAC visit.

Dr. Meena Sahay, gave her opinion that SSS is the most vital task for the college. She further suggested that on this front, that each and every student of the college must have a functional email Id.

Dr. S. C Gupta, advised the newly elected Student Union office bearers to take the task of monitoring and encouraging those students who have not yet created their email Ids.

The members present in the meeting were informed that in the Saturday Teacher's meeting it was decided that class representatives will be elected to help in the smooth functioning of NAAC preparation.

Sonu Kumar Pandit further suggested that Student Union Office bearers should have meetings with the class representatives at frequent intervals. He also suggested that the students of remote areas shall be contacted and they will arrange to make a contact with all of them.

Resolution 01: Focus shall be taken in the next academic session that students who take admission should have their email ids.

Resolution 02: Class Representatives need to be elected.

Resolution 03: Students shall be oriented for preparation of NAAC and on other relevant issues through Assembly.

Agenda 10: Miscellaneous

Minutes:

Dr. Meena Sahay, enquired on the initiatives taken by IQAC to upgrade the teachers.

Alka Sahu, student member, enquired on the efforts taken to resume the NCC wing in the college.

Other student members further enquired on issues of cleaning of water tanks, girl's common room, and separate girl's toilet.

Mrs. Neetu Kumari, teacher member, assured that water tank is cleaned at frequent intervals and suggested that from now on documentation of cleaning of water tank should be done.

Resolution 01: Date of cleaning of water tank shall be written on the water tank itself.

Resolution 02: Consideration of separate girl's and boy's toilet and girl's common room shall be taken at the time of construction of new wing of the college.

Resolution 03: IQAC shall organize short courses on computer skills.

Resolution 04: Workshop on stress management shall be organized from time to time.

Resolution 05: Teachers shall be encouraged to undertake Faculty Development Programs for their career enrichment.

The meeting came to an end with the vote of thanks by Dr. Shriti Choudhary, Co-ordinator, IQAC.