

Minutes IQAC Meeting 13.08.16

Following decisions were taken in the IQAC meeting

(A) Formation of IQAC committee:

- (1) chair-person - Dr. Kusum Tyagi
- (2) Sh. Ajay Gupta (Admin. officer)
- (3) Dr. Archana Varshney
- (4) Dr. Shabnam Chhabra
- (5) Dr. Indrani
- (6) Dr. Indra Nanda
- (7) Dr. Prema Sharma
- (8) Dr. Alpara Mohan
- (9) Dr. Shampa
- (10) Dr. Peshma Maheshwari
- (11) Mrs. Kiran Bela (Librarian)
- (12) Prof. Chandra Bhushan (Member from Management)
- (13) Dr. Ashok Sahai & Mr. Chadda } (subject to their consent)
(Nominee from local society)
- (14) Students - Secretary^{to} Departmental Association (Dept. of Education)
- (15) Dr. Mala Kapoor (Alumni) (subject to consent)
- (16) Sh. (Seth) Ashok Kumar
(Nominee from Employer)
- (17) Dr. Rajni Goel (co-ordinator)

Teachers.

(B) It was informed by Dr. Meenakshi Sharma (Ex-co-ordinator IQAC) to the committee that IQAC report of 2013-14 is ready for dispatch. All the suggestions given by the member of managing committee have been incorporated in the report.

It was decided by the committee that report be sent immediately to NAAC Bangalore.

(C) It was decided by the committee that following activities will be done ^{during session 2016-17} by IQAC to enhance the Internal Quality of the college

(i) Work Shop to Orient and Sensitize teaching and non teaching staff of the college towards ^{the function} IQAC.

(ii) Guest lecture on gender sensitization for students and teachers

(iii) Meeting with Management on quality issues.

(iv) Visit to 'A grade colleges' by IQAC

Pair

1. Adra	4	7	10	13
2. Dama	5	8	11	14
3. GSR	6	9	12	15

K.M.M.
13-8-16

Minutes

18.10.16.

सर्वसम्मति से प्रस्ताव पारित किया गया कि IBAE
की जिलेवार कार्याशाला का प्रयाविद्यालय में आयोजन
न करके - चौ. चण्डसिंह विश्वविद्यालय के
I B A E सत्र-ब्यक्त एवं प्रो. 0 वार्ड विद्या - सदस्य
I B A E चौ. चण्डसिंह वि. वि. नेरठ द्वारा
प्रयाविद्यालयीय वर्कशॉप का आयोजन कराया जाए।
इससे प्राध्यापिकाओं की संख्या कम होने से
प्रयाविद्यालय की I B A E से सम्बन्धित
विशिष्ट जि. शा. शा. एवं सत्र-शा. शा. का सत्रावधि
अधिक अच्छे से हो सकेगा।

Rajiv Goyal
18.10.16

IQAC MEETING MINUTES
SESSION 2016-17

MINUTES OF IQAC MEETING HELD WITH PRINCIPAL AND OTHER
FACULTY MEMBERS DATED 12.11.2016

A meeting of IQAC was held on 12.11.2016 in Principal's office at 12.00 P.M. to prepare for IQAC workshop to be held on 15.11.2016. Topic of the Workshop was "New Ways to ensure Internal Quality in the Institution".

Following members attended the meeting:

1. Dr. Kusum Tyagi. - Principal
2. Dr. Archana Varshney - IQAC Member
3. Dr. Shabnam Chhabra - IQAC Member
4. Dr. Anita Gupta. - Head, English Department
5. Dr. Rashmi Garg - Head, Hindi Department
6. Dr. Indrani. - Head, P.G. Department of Teacher Education
7. Dr. Prerna Sharma. - IQAC Member
8. Dr. Shalini Singh. - Member IQAC
9. Dr. Alpana Mohan. - IQAC Member
10. Dr. Reshma Maheshwari - IQAC Member
11. Mrs. Kiran Bala. - Librarian
12. Dr. Rajni Goel - IQAC Coordinator

Principal, congratulated IQAC, for organizing a workshop on a much needed topic. She expressed hope that the workshop will have a positive impact on the overall educational environment of the institution and will lit up the moral of and awareness among teaching and non-teaching staff towards the functioning of IQAC/NAAC.

The coordinator of IQAC, presented before all members the duty chart. Problems of members having various duties were discussed and solutions were arrived at.

Meeting ended with a vote of thanks to the chair

Rajni Goel

Dr. Rajni Goel

IQAC Coordinator

Kusum Tyagi
Dr. ~~Indrani~~

Officiating Principal

**MINUTES OF IQAC MEETING HELD WITH PRINCIPAL DATED 10.12.2016
TIME 11:15 A.M. AT PRINCIPAL'S OFFICE**

AGENDA: Preparation of Quarterly IQAC report for session 2016-17 as per the instructions of U.P. State Higher Education Council Letter Dated :

Principal welcomed the members and coordinator of IQAC.

The IQAC coordinator read the letter sent by U.P. State Higher Education Council Dated : With instructions to send quarterly report of IQAC. Proforma sent by the Council was read and discussed.

It was unanimously decided that the report will be prepared by the members of IQAC for two quarters, July 2016 to September 2016 and October 2016 to December 2016.

The work of data compilation and preparation of report was unanimously distributed among the members as follows

- Dr. Archana Varshney – Section B- Point Numbers 21, 22, 33
- Dr. Shabnam Chhabra and Dr. Indra Nanda- Section B- Point Numbers 3, 4, 23, 24, 26, 31, 36, 37, 40, 43
- Dr. Indrani and Dr. Rajni Goel- Section A and Section B- point Numbers 1, 5, 12, 16, 19, 20, 25, 27, 28, 29, 30, 39, Section C, Section D
- Dr. Prerna Sharma and Dr. Reshma Maheshwari- Section B point Numbers 6, 7, 8, 18, 32, 34, 35, 38,
- Dr. Alpana Mohan- Section B Point Numbers 13, 14, 41

The compiled data on prescribed proforma is to be submitted to the IQAC Coordinator for compilation and to be sent to U.P. State Higher Education Council latest by 22.12.2017.

The meeting ended with a vote of thanks to the chair

Rajni Goel

Dr. Rajni Goel
IQAC Coordinator

Indrani
Dr. Indrani
Officiating Principal

Minutes IQAC Meeting Date - 17.12.16.

Following resolutions were taken under IQAC meeting -

Agenda wise minutes -1. Promotion of Extension Activities -

A separate meeting with H.O.Ds of all departments and NCC, NSS, Rangers will be held.

2. Organising workshop: Organising committee will be finalised in staff council meeting to be held on 20.12.16.3. Talk on Gender Sensitization:

Dr. Indra Nanda took the responsibility to organize talk.

4. Interdisciplinary Programme:

A separate meeting with H.O.Ds of all departments will be held to find out the possibilities of interdisciplinary programmes.

5. Collaborations: College already organises

various collaborative activities. They are -

(i) scholarship to college students by Chaudhary Chhabel Das college school.

- (ii) Informal linkages with Amar Jyoti.
- (iii) Informal linkages with NITRA
- (iv) Informal linkages with schools for teaching practice.
- (v) Informal linkages with Mahindra and Mahindra ~~Bank~~ Finance company.

It was decided that Dr. Archana Varshney for point no. (i); Dr. Shobnam Chhabra ~~is~~ for point no. ii & iii; Dr. Indrani for point no. (iv) and Mrs. Neelam for point no. (v) will look into the possibility of developing formal collaborations.

6. Meeting with stake-holders:

It was decided that formal and regular meetings with Parents, old students, MTG Hospital, red cross society & Hospitals will be ^{called} ~~organised~~ by respective In-charges and H.O.Ds of departments.

7. Sensitizing NSS, Ncc, Rangers, sports and cultural Activities:

It was decided that separate meeting with all the committees will be ~~be~~ called by D & A.

8. Alumni Association: Meeting (separate)

will be called and matter will be discussed by D & A.

9. Web-site: New committee will be formed with willing faculty members.
10. Meeting with Administrative office:
A separate meeting of D & A c with Admn. office will be called.
Agenda - On-line data maintenance
11. Research Projects:
Teachers will be encouraged to take more and more research projects in staff-council meeting to be held on 20.12.16. ~~with the~~ in consultation with Research committee.
12. PTA: - All departments call to parents of weak students. This will be made formal and records will be maintained.
13. Academic Audit: It was decided that agenda of implementing teacher wise departmental feed back form will be discussed in staff council meeting to be held on 20.12.16.
14. Environment Audit:
To develop an insight into the audit few colleges will be visited.
15. Student Progression Report:
To develop an insight into the

matter few colleges with 'A grade' will be visited. Meeting with H.O.D.s. will be called after it.

16. Library to be connected with ees Univ.

Library:

Librarian, Mrs. Kiran Bala will be reminded in staff council meeting to be held on 20.12.16.

17. Internal Test: Teachers of all departments will be asked to get 'seen and satisfied' remark from all students on internal test copies.

Due to long duration of meeting, it was decided that meeting on agenda number 13 will be called later.

Meeting ended with a vote of thanks.

P. S. W.
17.12.16.

K. M. J.
17.12.16

Minutes ZQAC Meeting dated - 13.01.17.

Following decisions were taken

1. Promotion of Extension Activity

Four Extension Activities will be done apart from NCC, NSS and Ranges.

Group of following Departments will submit their proposals for the same.

Group A - Dept. of Education, Commerce, Physical Education and B.E.A.

Group B - Departments of Pol. Sc., & Sociology.

Group C - Dept. of B.Sc./M.Sc. Home Science, B.A. H.Sc., Eco. and ~~History~~ Psycho.

Group D - Dept. of English, Hindi and ^{informal} Music.

2. collaborations - The existing linkages with NITRA (Dr. Shebman Chhabra), Mahindra Bank (Mrs. Neelam Singh) and Amar Jyoti (NCO) (Dr. Archana Varshney) will be made formal and sustainable.

3. consultancy services: It was decided that teachers will submit their proposals of consultancy in the areas of their expertise to the Principal.

4. Possibility of Interdisciplinary Programme will be explored by ZQAC. Prin. Cord
12.01.17

Other suggestions regarding ~~the~~ criteria are welcome.

Meeting ended with a vote of thanks.

H.O.D., Kindly sign below-

P. Raju
26.04.17.
(POAC coordinator)

J. J. J.
26-4-17
(Principal)

1. Dr. Archana Varshney. *AV* 1.5.17
2. Dr. Shakti Saha. *Shakti Saha* 01/05/2017
3. Dr. Meena Shukla.
4. Dr. Shobnam Chhabra. *Shobnam* 29/4/17
5. Dr. Madhuri Sharma. *Madhuri*
6. Dr. Rashmi. *Rashmi*
7. Dr. Prerona Sharma. *Prerona*
8. Dr. Alpana Mohan. *Alpana Mohan* 28.04.17
9. Dr. Vandana Gupta. *Vandana* 28.4.17
10. Mrs. Kiran Bela. *Kiran*
11. Dr. Peshma Maheshwari. *Peshma* 28.4.17
12. Dr. Supriya Shrivastava.
13. Mrs. Princy Jain. *Princy*

Kindly receive Annexures - 1 & 2.

Seema
1.5.17

1. Minutes of Meeting
2. Scorewise NAAE Assessment criteria for colleges.

The Administration/Management can facilitate further training to the faculty/~~to~~ departments in identified and approved area of consultancy. Funds thus generated can be utilised for the development of the college. College website should reflect the availability of such consultancy services.

- Besides extension work by NCC, NSS and Rangers, departments can also collaborate together for extension work, as also discussed in detail, in the PQAC & H.O.Ds. meeting held on - 12.01.17.

~~The meeting ended with a vote of thanks~~

Besides above suggestions all faculty members were made aware of the benchmarks set by NAAC for ascertaining and ensuring quality at different levels of Higher Education. Criteria wise / score-wise distribution of scores were discussed in detail with the help of ^{PPTs} ~~Smart-Board~~.

Note: All departments discuss the suggestions and give your views. Any

different subjects.

- curriculum gap should be identified in each paper. Quiz can be organised on such gaps. Students can be encouraged to do self-study on such curriculum gaps before quiz is organised.

Fig. 2. Criteria I:

Teaching, Learning and Evaluation

- Tutorials for weaker and Brilliant students should be given to cater to the individual needs of students.
- It can be one of the best practices of the institute to organise at least one FIP every year.
- Academic Planner (Monthwise) to students.

3. Criteria II

Research, consultancy and Extension

- Research work among teachers needs to be promoted. Research culture should be enhanced.
- Teachers should submit their areas of potential consultancy

Other suggestions regarding ~~the~~ criteria are welcome.

Meeting ended with a vote of thanks.

H.O.D., Kindly sign below-

~~P. G. Jiwani~~
26.04.17.
(NAAE coordinator)

~~J. D. Jiwani~~
26-4-17
(Principal)

1. Dr. Archana Varshney. ~~Dr.~~ 1.5.17
2. Dr. Shakti Saha. ~~Shakti Saha~~ 01/05/2017
3. Dr. Meenu Shukla. ~~M. Shukla~~
4. Dr. Shekhar Chhabra. ~~Shekhar~~ 29/4/17
5. Dr. Madhuri Sharma. ~~M. Sharma~~
6. Dr. Rashmi. ~~Rashmi~~
7. Dr. Praveen Sharma. ~~Praveen~~
8. Dr. Alpana Mohan. ~~Alpana Mohan~~ 28.04.17
9. Dr. Vandana Gupta. ~~Vandana~~ 28.4.17
10. Mrs. Kiran Bala. ~~Kiran~~
11. Dr. Preshma Maheshwari. ~~Preshma~~ 28.4.17
12. Dr. Supriya Shrivastava.
13. Mrs. Pooja Jain. ~~Pooja~~

Kindly receive Annexures - 1 & 2.

~~Seema~~
1.5.17

1. Minutes of Meeting
2. Scorewise NAAE Assessment criteria for colleges.

Minutes - Date - 26.04.17.

Following suggestions regarding improvement in curricular and co-curricular areas (only I to IV criteria were discussed) were given by co-ordinator Dr. Rajni Koul:

1. Criteria I - Curricular Aspects -

1.1: Curriculum Design and Development:

(A) Feedback from stakeholders (Students, Parents, old students) should be sought.

Feedback on following criteria

- Whether curriculum is

(a) - Work-based

(b) - develops Vocational skills.

(c) Has employability

(d) Develops global competency.

(B) Recommendations to University should be sent.

1.2. Academic Flexibility:

- More subject combinations should be opened.

- Certificate course with UG Degree

VII Innovative Practices

3: Inclusive Practices -

3.1. Intervention strategies ^{to be} adopted by the institution to promote overall development ^{empowerment} of the students from rural/tribal background; as discussed in point no. 2.3

4.0. E-learning/creation cell ^{Material}:

In studio teachers will record their lectures on difficult topics. That will be stored in studio. The same can be used by the students as and when required by them. Besides this a training programme on creation of E-Content will be conducted.

5. Publication Division: Not required.

Prini Cond
03.05.17.

6. E-learning/creation cell:

2. Student Progression:

2.1. Socioeconomic profile of general / OBC / BC students to be maintained on MIS.

✓ 2.2. ~~Department~~ Departments will monitor the drop-out rate of the student. causes will be found out and efforts would be made to do away with the negative causes.

2.3. The management should ensure to facilitate students for the preparation of competitive exams like - CSIR, NBT, SLET, GATE, CAT, GRE, TOEFL, GMAT, Civil services etc.

✓ 2.4. Student participation in national and international sports and cultural activities should be enhanced by sports and cultural committee.

✓ 2.5. For Alumni - Social Media like - F.B. or Portal on Website should be used.

✓ 2.6. In P.G. departments student council will be established.

Minutes - Date - 3.05.17

Following suggestions regarding improvement in criteria IV and VII were given by co-ordinator Dr. Pajni. Co-ord. It was also discussed among faculty members. They also contributed their suggestions. Following points of improvement were brought forth unanimously -

IV Student Support and Progression;

1. Student support.

✓ 1.1. Prospectus of the college should also include information regarding medals, ^{scholarships,} prizes available for students and also financial aid available.

✓ 1.2. Hand books in the beginning of the session should be given to the students. Hand books may include -

- Academic Plan (Monthwise)
- Evaluation Plan (Internal Test)
- co-curricular Activities calendar
- List of Books and Authors; Journals available in the library.

1.3. Discussion of the syllabus in the beginning of the class.

- ✓ 17. Facility to provide support ^{to students} mechanism for coaching for NET will be started. Dr. Rajni Coorl will prepare proposal for the same.
- ✓ 18. Efforts to boost students achievements in sports will be made by Dr. Vardana.
- ✓ 19. Possibility to use social media to enhance old-student connectivity with the college will be explored by old student Association of the college.
- ✓ 20. In P.C. Departments student council will be established.
- ✓ 21. E-Learning Material creation cell will be established. Dr. Rajni Coorl and Dr. Shashi Malik will be the organisers of the same.
- ✓ 22. It was felt by DOAC that Publication Division is not required in the college.

The meeting ended with a vote of thanks.

Rajni Coorl
9.05.17.

Dr. Vardana
9.5.17

The same will be displayed on Bulletin Board in the beginning of the session.

12. Research committee will try to promote research environment in the college.

13. Group of Departments (as decided in meeting dated 12.01.17) will prepare their proposals on Extension Activities. IQAC co-ordinator Dr. Rajni Gosh will initiate the endeavour.

14. Prospectus committee will include in prospectus information regarding available scholarships, medals, and prizes available in the college for meritorious students.

EPP.

15. MIS will be purchased to maintain the record of ^{profile} students, curricular and co-curricular achievements of students, ~~and~~ teachers and old students.

16. Reasons of the drop-out of students will be monitored by respective departments. Efforts ^(to eliminate) for drop out due to negative reasons will be made.

Studio will be updated accordingly.

7. Atleast 2/3 lectures (quest) will be organised by all departments on current Affairs in their subjects.

8. Quiz will be organised by each department on Caps left in curriculum. Students will be encouraged to do self-study (guided) on such topics.

9. Tutorial and Remedial classes will be provided to the students. Record of such classes will be maintained in Attendance Register. ~~The~~ Departmental Time-Table should reflect provision of such classes.

10. For Faculty Improvement Programme Training on SPSS and smart Board use will be facilitated to the faculty.

Time & Date:

Dr. Shashi will initiate the activity.

11. All departments will prepare.

- Monthwise Academic Planner

- Evaluation Plan (Internal Test)

- Academic Activities (other than regular teaching)

- co-curricular Activities being organi-

- sed in the department ~~to the~~

Minutes' T & A C Meeting

Dated: 9.05.17.

✓ 1. Feedback committee will seek feedback on curriculum from students of the college. P.A. departments where students go on internship, feedback, from the concerned authorities will be sought. Recommendations will be sent to the University.

✓ 2. Principal, Dr. Indrawi, agreed to give students more subject options.

X^o ✓ 3. Certificate course for 'Tally' to all students will be offered. Proposal will be prepared by Dr. Peshwa Maheshwari.

X^o ✓ 4. 'Value Added course' on Personality Development of students will be started. Proposal will be prepared by Dr. Arpara Shoban.

o ✓ 5. Life-Skill - Yoga Training camp of 15 days will be organized. Proposal will be given by Dr. Vandana.

o ✓ 6. Willingness of teachers for 'getting their lectures recorded' will be sought by Dr. Indrawi, The Principal.