



Minutes of the meeting of Internal Quality Assurance Cell (I.Q.A.C.) held in Principals' office on 13.09.2024 at 01:00 pm

A meeting of I.Q.A.C. was held on 13.09.2024 at 01:00 pm in the Principals' office. The following were present in the meeting:

I.Q.A.C. members:

1. Prof. Satyavrat Singh Rawat, Principal	Chairperson
2. Prof. Priyansha Singh, Dept. of Economics	Convener
3. Dr. Amit Vaish, Dept. of Botany	Member
4. Mr. Pankaj Singh, Dept. of Physical Education & Sports	Member
5. Dr. Vivek Saini, Dept. of Zoology	Member
6. Mr. Chandrajeet Kumar Yadav, Dept. of Defence Studies	Member
7. Dr. Madan Mohan Shukla, Dept. of Defence Studies	Member
8. Dr. Ajeet Maurya, Faculty of Commerce	Member
9. Dr. Arun Verma, Dept. of Sociology	Member

Invited member:

1. Dr. Manish Joshi, Dept. of English
2. Mr. Ramjiyawan Yadav, Accountant

Following points related to the quality enhancement in the college were discussed to implement.

1. I.Q.A.C. office set up and arrangement

Ensuring that IQAC meetings and activities are conducted in a professional and conducive environment. Key tasks include maintaining cleanliness, organizing the room, setting up furniture for meetings and presentations, providing necessary stationery, whiteboard markers, projection equipment, and ensuring everything is kept neat and organized at all times.

2. Website Update

To keep the institution's website current and informative by regularly updating information about recent achievements, events, and initiatives, ensuring the website is user-friendly and easy to navigate, checking for broken links and outdated content, and incorporating new features or functionalities as needed. Following features in the website would be added:

- Photos and reports of all programmes of all committees and other units of college will be sent to IQAC email which will be forwarded to upload on the website.
- An official email directory of all the departments and units of college would be displayed on website.
- Profile/CV of faculty members would be updated.
- The information of current office bearers would be updated.



3. Collecting Student Email and Phone Numbers for feedback purpose

It was discussed that the email addresses and phone number of the students would be provided by admission in-charge for collecting feedback from students for NAAC purposes.

4. Obtain Information on NAAC Binary System

It was discussed that members will study NAAC Binary System to understand and effectively utilize the system by gathering information about its purpose, functions, and requirements, learning how to input data and generate reports using the system, and identifying any training or support needs for its usage.

5. Organize a One-Day IQAC Workshop

It was discussed to organize a workshop by IQAC to enhance the understanding of quality assurance principles and practices. The workshop will cover relevant topics such as quality frameworks, self-assessment, and data analysis. Experts or experienced IQAC members will be invited as speakers, with adequate facilities and resources provided for the event. Efforts will also be made to promote active participation among faculty, staff, and students.

6. Alumni function/Meet is to be organised every year

It was discussed to organize an annual alumni meet to foster engagement and support from alumni by planning and executing meaningful programs, inviting alumni to participate in events and activities, collecting feedback to improve future programs, and exploring opportunities for alumni involvement in the institution's development.

7. Development of Smart classes

The point of developing a smart classroom was discussed, focusing on creating a modern and interactive learning environment equipped with advanced technology. The smart class would enable teachers to integrate multimedia content, interactive tools, and real-time collaboration into their teaching methods, enhancing the overall learning experience for students. Additionally, it was proposed to provide training for faculty members to effectively use the technology and ensure regular maintenance and updates of the equipment. The initiative aims to improve engagement, make learning more accessible, and prepare students for a technology-driven future.



8. Regular visit of Library by IQAC members and setting up of Library Steering Committee

The point of regular visits to the library by IQAC members was discussed, with the aim of ensuring that the library continues to meet the evolving academic and research needs of the institution. These visits would allow IQAC members to assess the library's infrastructure, availability of resources, and usage by students and faculty. The evaluation would focus on areas such as the accessibility of academic journals, textbooks, digital resources, and e-books, as well as the adequacy of reading spaces and technological facilities like computers and Wi-Fi.

The regular visits would also provide an opportunity to gather feedback from users about their experiences and suggestions for improvement. IQAC members could collaborate with library staff to address issues such as outdated materials, the need for additional resources, or improving the library's environment for studying and research. This initiative is aimed at enhancing the overall quality of the library services, ensuring that it supports academic excellence and research, and aligning its offerings with the institution's quality standards.

Additionally, it was decided that a thorough physical verification of the library must be conducted once every three years to ensure proper inventory management and resource accountability. For this, it was proposed to set up a committee to be named as "PUSTAKALYA SANCHALAN SAMITI" (Library Steering Committee) in which members would be comprising from each faculty within IQAC.

9. Promotion process of faculty members selected through advertisement 47

It was discussed to conduct a meeting of the faculty members selected through advertisement no. 47 to provide guidelines and understanding of process of promotion from level-10 to level-11.

All the points discussed were endorsed by the member present.

The meeting ended with the vote of thanks to the chair by the Convener-IQAC.

(Prof. Priyansha Singh)
Convener-IQAC