



THE FIFTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 24.03.2018

Time: 11.00 A.M.

Venue: Principal Office

Ref No.: IME/IQAC/2018-19/

Date: 24/03/2019

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC FIFTH MEETING

MEETING 5 - 24.03.2019

AGENDA

1. Review of 4th IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. Students participation internship in various competitive innovation or their visits.
4. Utilisation of library resources and steps to improve it by taking feedback from students.
5. Display of posters prepare for prohibition of ragging and pasted.
6. Discussion about the criteria distributed in the faculties
7. To enhance the policy of Radhika Scholarship to the meritorious students.
8. Discussion about quality initiative taken by IQAC Cell.
9. Discuss about ban on plastic and pollution control measures.

A Meeting of the Reconstituted Committee and the 5th IQAC meeting for Academic Session 2018-19 and 2019-20 is held on 24th March 2019. The following members attended the meeting.

1. Dr. Atul Mathur,

Atul Mathur
24/3/19

Principal, Chair Person of Internal Quality Assurance Cell (IQAC)

2. Dr. J.C. Varshney

J.C. Varshney

Chairman, IME Coordination Committee

Member of Management

3. Mr. V.P. Rajesh

V.P. Rajesh

Member, IME Coordination Committee

Member of Management

4. Ms. Gagandeep Kaur

Gagandeep

IQAC Coordinator,

Nominee of Local Societies

5. Mrs. Amita Chaudhary

Amita

Head of Department,

6. Mr. Arun Kumar

Arun

Head of Department,

7. Ms. Swati Rawat

Swati

Faculty Member,

8. Mr. Deepak Kumar

Deepak

Administrative Staff Representative,

9. Ms. Shalini Srivastav

Shalini

Students Representative,

10. Mr. Mohit Dwivedi

Mohit

Alumni Representative

At the outset, Coordinator (IQAC) welcomed all the Hon'ble members of the

Internal Quality Assurance Cell (IQAC) to the 5th meeting of the IQAC for the A.Y. 2017-18 and A.Y. 2018-19.

AGENDA 1: REVIEW OF MINUTES OF 4th IQAC MEETING

It is informed that the 4th IQAC meeting was held on 29th March 2018 at 11.00 am and the minutes of the fifth meeting read and approved by the members.

AGENDA 2: ACTION TAKEN REPORT ON THE DECISIONS OF THE PREVIOUS MEETING 4th IQAC MEETING

Action Taken Report: - Implementation & Outcomes

1. Adapt practice for plastic ban and control on pollution through plantation in the campus.

2. Mentors provide students with different types of support, including: -

- A refereeing department has been set up to listen to and respond to student complaints.
- Internship cells have been set up to provide internship service information to BBA, BCA, B.COM, M.COM, MCA, and MBA students.
- Extracurricular and cultural events are held.
- Regular seminars and workshops for BBA, BCA, B.COM, M.COM, MCA and MBA students.

3. Placement cell has given the responsibility to encourage the student's participation in various competitive innovation and insist of various industrial visit.

4. The library committee has asked the focus on maximum utilization of library resources. The academic incharge is asked to allot the separate 1 hour for library and librarian asked to fill the feedback form from the students and motivate them.

5. The discipline committee is given the task to make sure anti-ragging practices. For the various posters has to be pasted all over the campus.

6. The committee has decided to extent the Radhika Scholars Ship for girls and boys having who are meritorious students.

7. IQAC Cell has chalked out various plans to improve teaching learning process.

8. The committee has taken the initiative to improve the environment pollution for which they have assigned the Student's welfare committee to motivate the students to take public conveyance rather personal and the committee discussed to celebrate ENVIRONMENT DAY on the theme of BAN ON PLASTICS.

Gagandeep
IQAC COORDINATOR

THE SIXTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
(IQAC)

Date: 26.10.2019

Time: 11.00 A.M.

Venue: Principal Office

Ref No.: IME/IQAC/2018-19/

Date: 26/10/2019

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF IQAC SIXTH MEETING

MEETING 6 – 26.10.2019

AGENDA

1. Review of minutes of 5th IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To conduct the teaching learning evaluation.
4. To organise Foundation Day and Sports Meet.
5. To conduct a workshop/seminar on IPR.
6. Discussion about the criteria distributed to the faculties
7. Discussion on Questionnaire of Students Satisfaction Survey given by NAAC.
8. Conduction of Best Practices of 2018-2019.

A Meeting of the Reconstituted Committee and the 6th IQAC meeting for Academic Session 2018-19 and 2019-20 is held on 26th October 2019. The following members attended the meeting.

1. Dr. Atul Mathur,

Atul Mathur
26/10/19

Principal, Chair Person of Internal Quality Assurance Cell (IQAC)

2. Dr. J.C. Varshney

J.C. Varshney

Chairman, IME Coordination Committee

Member of Management

3. Mr. V.P. Rajesh

V.P. Rajesh

Member, IME Coordination Committee

Member of Management

4. Ms. Gagandeep Kaur

Gagandeep

IQAC Coordinator,

Nominee of Local Societies

5. Mrs. Amita Chaudhary

Amita

Head of Department,

6. Mr. Arun Kumar

Arun

Head of Department,

7. Ms. Swati Rawat

Swati

Faculty Member,

8. Mr. Deepak Kumar

Deepak

Administrative Staff Representative,

9. Ms. Shalini Srivastav

Shalini

Students Representative,

10. Mr. Mohit Dwivedi

Mohit

Alumni Representative

At the outset, Coordinator (IQAC) welcomed all the Hon'ble members of the

Internal Quality Assurance Cell (IQAC) to the 6th meeting of the IQAC for the A.Y. 2017-18 and A.Y. 2018-19.

AGENDA 1: REVIEW OF MINUTES OF 5th IQAC MEETING

It is informed that the 5th IQAC meeting was held on 29th March 2018 at 11.00 am and the minutes of the fifth meeting read and approved by the members.

AGENDA 2: ACTION TAKEN REPORT ON THE DECISIONS OF THE PREVIOUS MEETING 4th IQAC MEETING

Action Taken Report:-Implementation & Outcomes

1. Formulate and functional head on Academics, Administrative, Students Affairs and Research committees

2. Action Taken Report already attached in the file.
3. Efforts were made to identify weak students and special/remedial classes should be provided. There should be a Parent Teacher Meeting atleast once every semester and to keep the record of the same.
4. The cultural committee is assigned the task to celebrate the FOUNDATION DAY with a theme of SOCIAL ISSUES and the Sports Committee has asked to submit the proposal of Sports Meet.
5. The department of Management is asked to come up with the proposal of conducting Workshop on IPR and others also have to conduct some Seminar and Workshops or FDPs.
6. A report of the working Criteria is taken from the criteria Heads along with the proper documentation.
7. All the members present in the meeting has given their opinion on the Questionnaire along with the addition or reformation of certain questions. All the HOD's are asked to share the link of the survey to the students
8. The committee has asked the management to chalk out the two Best Practices for the upcoming session.

Gagandeep
IQAC COORDINATOR