

JULY 2014 MEETING

DATE & TIME: 17/07/14, Thursday, 11:00- 12:00 Pm

VENUE: Directors office

- 1. The Chairperson of IQAC welcomed all members of the team and congratulated everyone for completing the NAAC Process successfully.**
- 2. Reconstitution of IQAC**
Dr. Rubina S began with the first agenda of reconstitution of IQAC for the session 2014-15. She proposed names of new members for which all members and chairperson gave their consent.
- 3. Formation of time table of various courses.**
After discussion it was decided to give responsibility of time table construction to HODs of various departments.
- 4. Constitution of various committees.**
After discussion it was decided to renew the list of college committees. Few more committees were added to the new list.
- 5. Preparation of Academic and Holiday calendars.**
After discussion it was decided to prepare the academic and holiday calendar for the new session 2014-15. Dr. Rubina Shahnaz will look after this responsibility. 30 July 2014 is declared as the deadline.
- 6. Communication with the university regarding pending marksheets.**
Discussion was made regarding pending marksheets and other students complaints regarding correction in marksheets. Dr. MSA Khan was given responsibility to assign someone to look after all correspondence work linked with the university.
- 7. Regarding preparations for the National Seminar.**
After discussion a committee was constituted regarding preparations for the seminar. Also it was decided to conduct weekly meetings to get a report regarding progress of the Seminar.
- 8. Regarding the Publication and paper presentation.**
The Chairperson IQAC highlighted the importance of research activities. He asked all faculty members to improve their professional skills by more paper publications and participation in conferences, seminars , workshops and Faculty Devpt. Programmes.
- 9. Admission in B.Ed course and additional courses (B.A. & B.Com)**

Committee made a discussion regarding improving admissions in B.Ed and attracting more admissions in newly launched courses. For this advertising and promotion team was constituted.

The Chairperson IQAC concluded this meeting with his vote of thanks.

MEETING OCTOBER 2014

DATE & TIME: 16/10/14, Thursday, 11:30 - 12:30 pm

VENUE: Directors office

ACTION TAKEN REPORT OF JULY 2014 MEETING

All agendas of the meeting held on 17 July 2014 were completed only the 7th agenda is still under process as the preparations of seminar are still in progress.

AGENDA & DISCUSSIONS MADE:

- 1. The Chairman of IQAC welcomed all members of the IQAC team.**
- 2. Micro teaching**
After discussion it was decided to give 15 days micro teaching practice and then release students for internship.
- 3. UGC Sponsored Seminar**
The principal and Coordinator presented a tentative report regarding preparations for the seminar. All members gave their suggestions for the smooth conduct of the seminar.
- 4. Preparations for annual function**
After discussion the committee decided to make a team and start preparations for the Annual Day Programme.
- 5. Releasing students for internship**
HOD BEd proposed to send students of BEd for an internship of 2 months. All members agreed and the Principal recommended a few schools to approach and seek permission to conduct internships.
- 6. Internal evaluation of students.**
The principal proposed to conduct sessionals soon after annual day i.e. from 5th to 15th nov. 2014.

7. Purchase of books

Recommendation from all streams was collected and forwarded to the Purchase and Finance department.

8. Regarding Guest lectures in various departments and a lecture on Human Rights Day

After discussion it was decided to invite some senior professors from various departments for invited lectures. Also it was decided to invite one professor from the Political Science department of AMU on Human Rights Day.

In the end the Chairperson IQAC thanked everyone for sparing their precious time.

MEETING JANUARY 2015

DATE & TIME: 12/01/15, Monday, 12:00 - 1:00 pm

VENUE: Directors office

ACTION TAKEN REPORT OF OCTOBER 2014 MEETING

All agendas of the meeting held on 16th October were achieved.

AGENDA AND DISCUSSIONS:

- 1. The chairperson of IQAC welcomed all the members of the team and congratulated everyone for the successful completion of the Seminar and positive feedback received.**

2. Timely completion of syllabus

After discussion all HODs of BA, BSc and Bcom briefed about completing all practicals and theory syllabus till 20th Feb 2015.

Extension of one week is permissible for extra classes only after principals approval.

3. Regarding fees recovery and filling exam forms

A discussion was made regarding fees recovery. Committee finally decided and briefed all the HODs about the fees collection from students and completing exam form formalities till 20th Jan. 2015.

4. To conduct Scout Guide Camp

After discussion it was decided to conduct a Scout Guide Camp of BEd students till march 2015. Responsibility was given to Mr. Chhavi Varshney.

5. Lecture on International Women's Day

It was decided to invite some Prominent personalities for the celebration of International Women's Day.

6. Inspection of lab and library

Principal suggested updating the Labs and Library for BSc (ZBC & PCM) courses which are going to start in the new session 2015-16.

7. Educational Tour

After discussion it was concluded to start preparations for an educational tour of students and finalize location, date, days and budget and present to the principal within a week time.

8. Sessionals round 2

Agenda of conducting sessionals was discussed and it was decided to conduct sessionals from 21st to 30th January.

Chairperson IQAC thanked everyone for attending this meeting.

MEETING APRIL 2015

DATE & TIME: 1/04/2015, Wednesday, 12:00- 1:00 pm

VENUE: Directors office

ACTION TAKEN REPORT OF JANUARY 2015 MEETING

All agendas of the meeting held in January 2015 were achieved.

APRIL 2015

AGENDAS AND DISCUSSIONS:

- 1. The Chairperson of IQAC welcomed all the members.**
- 2. Completion of B.Ed syllabus**
After discussion it was decided to complete the BEd syllabus by the end of may 2015.
- 3. Submission of practical files**
After discussion it was decided to collect all practical files till 28 Feb. for evaluation.
- 4. Remedial Classes**

It was decided to diagnose weak students and conduct remedial classes for generating good results. Responsibility was given to the Principal to personally supervise this work.

5. Admission and advertising for new session 2015-16

In the meeting it was decided to promote admissions in the new session for that advertising work should be started. It was decided to make one team which can look after advertising work. It was also decided to conduct a weekly meeting regarding admissions and submit reports.

6. Collection of feedback from students

In the meeting it was decided to collect feedback forms from students of final year, alumnus and staff members before the last working day on a prescribed performa.

7. Purchase of BA course books.

After discussion recommendations for books were asked from subject teachers of BA Course so that books can be purchased soon.

Coordinator IQAC Dr. Rubina Shahnaz concluded this meeting with her vote of thanks.