



**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
(2016-17)  
MEMBERS**

<b>01. Dr. R.P. Juyal</b>	<b>Convener</b>
<b>02. Sh. Rajendra Sharma</b> (Management representatives)	<b>Member</b>
<b>03. Dr. Malti Sharma</b>	<b>Member</b>
<b>04. Dr. S.K. Sharma II</b>	<b>Member</b>
<b>05. Dr. Anil Kumar Mishra</b>	<b>Member</b>
<b>06. Dr. Sadhna Chaturvedi</b>	<b>Member</b>
<b>07. Dr. R.K. Sharma</b>	<b>Member</b>
<b>08. Sh. Naveesh Gupta</b>	<b>Administrative Assistance</b>

**Minutes of Meeting 11<sup>th</sup> August 2016**

A meeting of members of IQAC has been organized today i.e. 11<sup>th</sup> August 2016. The following issues were discussed in the meeting –

1. The modalities of the issues of the tentative plan for the current year as was discussed in the closing meeting of IQAC in the previous year
  - a. Professional development activities for teaching and non- teaching faculty.
  - b. A specific plan for research scholars for research orientation.
  - c. Plan of free coaching classes, remedial classes for weak students.



- d. Plan for campus placement.
  - e. Up gradation of career counseling.
  - f. To apply for pre Ph.D. course work.
  - g. Promotion of e- learning.
  - h. To organize awareness programs for gender sensitization.
  - i. Increase facilities for PWD students.
  - j. Plan for environment protection.
2. The teachers whose promotions are due to submit their applications on new PBAS format with calculated API and their proofs to Sh. Naveesh Gupta in the office by 5<sup>th</sup> Sept'16 so that IQAC could scrutinize the same and proceed with further actions.
  3. Workshops/lectures for the professional development of faculty and non-teaching staff to be organized.
  4. A general meeting with faculty and non-teaching staff to be organized in the coming weeks to discuss the steps to be taken to improve teaching environment.

### **Minutes of Meeting 21<sup>th</sup> September 2016**

A meeting of members of IQAC has been organized today i.e. 21<sup>st</sup> Sept 2016. The following issues were discussed in the meeting –

1. The committee verified if all the teachers have submitted their applications forms for promotion or not.
2. A general meeting with research scholars held and they have been updated about new API score for their research activities.
3. Progress of research scholars about their research is reviewed.

A meeting of members of IQAC has been organized today i.e. 7<sup>th</sup> Oct 2016. The following issues were discussed in the meeting –

1. PBAS forms of all the teachers whose promotions are due have to be reviewed by the committee. For this each member of IQAC will review four forms within a week.
2. API of Category III to be calculated as per proofs produced by the teacher with the help of new guidelines of UGC.



3. The committee to verify documents of teachers and help them to fill the loopholes in their forms.

### **Minutes of Meeting 10<sup>th</sup> January 2017**

A meeting of members of IQAC has been organized today i.e. 10<sup>th</sup> Jan 2017. The following issues were discussed in the meeting –

4. PBAS forms of all the teachers whose promotions are due have been reviewed by the committee so as to put those forms before selection committee.
5. Process of holding meeting of selection committee to initiated.
6. All the teachers have to brief about process of selection committee.
7. The result of selection committee meeting to be intimated to college for further process.
8. The IQAC proposes the following to be implemented in the coming year
  - a. To apply for pre Ph.D. course work.
  - b. Plan to increase the scope of remedial classes for weak students.
  - c. Display of local heritage in the museum.
  - d. Legal counseling for PWD students.
  - e. To organize programs for environment consciousness.
  - f. Plan to organize career fairs.
  - g. Specific efforts to be made to increase the membership of alumni association.

### **ATR** **2016-17**

In the current academic session IQAC took several steps to improve the academic environment of the institution –

01. Workshops/lectures were organized for teachers and non-teaching staff.



02. Career-oriented and soft skill programmes were conducted under career counseling cell.
03. Pre-Ph.D. courses were organized and research scholars/students were motivated for e-learning.
04. Gender sensitization programmes were organized.
05. Programmes were organized for environment awareness.
06. New PBAS format with calculated API was collected from teachers whose promotions are due.
07. API of category III was calculated with the help of new guidelines of UGC.
08. The application forms for the promotion of the teachers were verified.
09. IQAC reviewed PBAS forms of teachers and put them before the selection committee, appointed by the University.
10. Research scholars were updated about the new pattern of API scores. Supervisors were instructed to review their research work.

A general meeting was organized with faculty and non-teaching staff for the improvement of the academic environment of the institution.

***IQAC Reports Year 2016-17***