



## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**(2013-14)**

### **MEMBERS**

- |     |  |                                  |
|-----|--|----------------------------------|
| 1.  | <b>Dr. R.P. Juyal</b>                                      | <b>Convener</b>                  |
| 2.  | <b>Sh. Rajendra Sharma</b><br>(Management representatives) | <b>Member</b>                    |
| 3.  | <b>Dr. Malti Sharma</b>                                    | <b>Member</b>                    |
| 4.  | <b>Dr. S.K. Sharma II</b>                                  | <b>Member</b>                    |
| 5.  | <b>Dr. Anil Kumar Mishra</b>                               | <b>Member</b>                    |
| 6.  | <b>Dr. Sadhna Chaturvedi</b>                               | <b>Member</b>                    |
| 7.  | <b>Dr. Vivek Tyagi</b>                                     | <b>Member</b>                    |
| 8.  | <b>Dr. Sanjeev Mahajan</b>                                 | <b>Member</b>                    |
| 9.  | <b>Dr. R.K. Sharma</b>                                     | <b>Member</b>                    |
| 10. | <b>Dr. Devesh Tandon</b>                                   | <b>Member</b>                    |
| 11. | <b>Sh. Naveesh Gupta</b>                                   | <b>Administrative Assistance</b> |

### **Minutes of Meeting 6<sup>th</sup> August 2013**

A meeting of members of IQAC has been organized today i.e. 6<sup>th</sup> August 2013. The following issues were discussed in the meeting –

1. The teachers whose promotions are due should be informed that they complete their refresher/orientation courses. Formation of new guidelines by UGC is in progress. Teachers should continue their research work.
2. Workshops/lectures for the professional development of faculty and non-teaching staff to be organized.
3. 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 16<sup>th</sup> December 2013**

A meeting of members of IQAC has been organized today i.e. 16<sup>th</sup> Dec 2013. The following issues were discussed in the meeting –

1. New guidelines of promotion are issued by UGC. This to be circulated among teachers whose promotions are due.
2. One activity for teachers and one for non-teaching staff have been conducted for general improvement of academic environment.

### **Minutes of Meeting 24<sup>th</sup> Feb 2014**

A meeting of members of IQAC has been organized today i.e. 24<sup>th</sup> Feb 2014. The following issues were discussed in the meeting –

4. Information of teachers who completed their orientation/refresher courses to be collated and recorded.
5. Information regarding research papers/seminars/conferences attended by various teachers to be recorded.
6. The IQAC proposes the following to be implemented in the coming year:
  - a. Workshop for research scholar on research methodology.
  - b. Up gradation of legal cell.
  - c. Up gradation of computer lab.

## **ATR 2013-14**

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

01. Teachers whose promotions are due were informed to complete their refresher/orientation courses. New guidelines were circulated amongst them.



02. Teachers were suggested to pursue research work as per the guidelines of UGC.
03. Workshops/lectures were organised to enhance the knowledge of faculty, non-teaching staff and research scholars.
04. Information provided by the teachers about their orientation / refresher courses, Seminars / conference/ research paper was collated & recorded.
05. Legal cell & computer lab were upgraded.
06. A general meeting with faculty & non-teaching staff was organised to improve the academic environment of the institution.

***IQAC Reports Year 2013-14***