

(1)

Date:- 3/07/2019

The meeting of IQAC was held on 3 July 2019 at 12:30 pm in Management Office. The following members were present:-

- 1) Dr. Anita Soni (Chairperson)
- 2) Deepthi Bathla (Coordinator)
- 3) Kanchan Lota (Coordinator)
- 4) Dr. Gireraj Prasad (Teacher Representative)
- 5) Sh. Rishab Jain (Management Nominee)
- 6) Sh. Ashok Sharma (Administrative Staff)
- 7) Sh. Jagdish Jain ()
- 8) Dr. C.P. Palwal (Society Representative)
- 9) Priyanka Gaur (Student Nominee)
- 10) Smt. Nisha Sharma (Alumni Nominee)

The agenda was discussed one by one:-

Agenda 1:- Setting Up Planning Committee for new session.

→ Admission Committee to be framed to ensure smooth and effective progress of the admission process and to verify the previous prospectus.

→ Academic Committee has to prepare academic calendar and action plan of the session 2019-20, and plan for orientation programme.

Agenda 2:- Regarding AQAR

IQAC members have to collect data from different committees and prepare AQAR.

Agenda 3:- Faculty Development Programme

→ FDP should be organised in the first week of August to equip teachers with skills and knowledge.

Agenda 4 - Regarding Orientation Programme

- An Orientation Programme for students should be organised in the third week of August to enhance the confidence of new admitted students and help them to adapt to the Institution environment.

Date (2)
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14/9/2019 Minutes of the Meeting.

The meeting of IQAC was held on 14 Sept 2019 at 1:30 pm in Principal Office. The following members were present

- Dr. Anita Soni - Chairperson
- Sh. Girraj Prasad Sharma - T.Rep.
- Smt. Sunita Acharya - T.Rep.
- Sh. Rishabh Jain - Management Member
- Sh. Ashok Sharma - A.S
- Sh. Jagdish Jain - A.S
- Priyanka Gaur - Student Nominee

Agenda I:- Regarding Community Activities

→ Community activities should be organized to sensitive students teachers to the need of society and their role as a teacher. Some Community activities like tree planting, importance of yoga and meditation, Women health & hygiene etc. Visit to orphanage and blood donation camp should be organized.

Agenda II:- Regarding Workshop and guest lecture and value oriented programme

→ Pupil teachers are the future pillars of society so extension lecture should be organized to enhance teaching aptitude among students.

Agenda III:- Regarding discipline of students.

→ Discipline is very important in student's life to achieve all the impossible things and goals to maintain discipline the following action should be taken.

- 1) Students will come on time in proper uniform.
- 2) Proper manner & etiquettes is to be maintained.
- 3) Spitting disfiguring walls and use of polythene is to be prohibited.

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Agenda IV :- Regarding Golden Jubilee
Celebration of the college
and Alumni Meet- 2019

- Work assigned to different committee
- Alumni from the year 1968-2006 are invited for the programme.
- Framing of this celebration must be ready by the end of this month.

(3)

Minutes of the meeting
Date - 8 Jan 2020

The meeting of IOAC was held on 8 Jan 2020 at 1:00 pm in the Principal's office. The following members were present

Designation	Name of Person
Chairperson	Dr. Anita Soni
Coordinators	Deepthi Bathla Smt Kanchan Lota
Teachers Representative	Smt. Sunita Acharya Sh. Girraj Prasad Sharma Dr. Girraj Prasad Smt Anju Jain
Management Nominee	Sh. Rishabh Jain
Administrative Staff	Sh. Ashok Sharma Sh. Jagdish Jain Sh. Rahul Saini
Student Nominee	Pooja Khandelwal
Alumni Nominee	Sh. Mahendra Bhushan Khatri

Agenda I:- Regarding Remedial Classes

- Remedial Classes to be organised for weak students.
- Innovation teaching strategies should be used for remedial teaching.

Agenda II:- Regarding Grievance Redressed Cell

- Grievance Cell to be organised a Seminar
- Grievance Resolution Process should be carried out by expert of grievance redressed Committee

Agenda III:- Regarding Cultural Programmes

- Interhouse Competition should be organised by Cultural Committee

(4) Minutes of meeting
Date - 16 March 2020

The meeting of IQAC was held on 16 March 2020 due to lockdown COVID-19 in the Principal's office. The following members were present

Chairperson - Dr. Anita Soni
IQAC - Coordinators - Deepthi Bathla
Teacher Representative - Kamchan Lota
Sunita Acharya
Sh. Girraj Sharma

Society Nominee - Dr. CP Palwal

Management Nominee - Sh. Rishabh Jain

Agenda I - Disruption in normal mode of teaching and the portions can be completed using online platforms.

- Due to COVID-19 lockdown, portions were completed using Google Meet and other online platforms.

Agenda II - Mentoring to be carried out using any digital/social media for the physical and mental well being of the students.

- Students are encouraged to practice Yoga and Meditation session which is an effective full body and brain warm up exercise. The video of Heartfulness Meditation is shared through online platforms.