

## Minutes of the IQAC Meeting Held on 30/06/2020

Date: 03/07/2020

A meeting of IQAC was organized on 30<sup>th</sup> June 2020 at 2.00 p.m. in the conference room to discuss the following issues. IQAC coordinator conducted the meeting. Following resolutions were passed on various topics discussed in the meeting.

1. Action taken on the resolutions passed in the meeting held on 26<sup>th</sup> December 2019.
  - Various Sports and Cultural events were organized during the Sports and Cultural Week from 22<sup>nd</sup> to 26<sup>th</sup> January 2020.
  - On the occasion of Golden Jubilee Year, organization of various programmes by various departments in the college:
    - I. A one day workshop on “**Mushroom Cultivation**” was organized by Home-Economics department on 7<sup>th</sup> Dec. 2019.
    - II. A One Day National Seminar on “Conservation and Sustainable Utilization of Wetland Flora was organized by the Department of Botany on 24<sup>th</sup> Dec. 2019.
    - III. A One Day workshop on “**Bee Keeping: Industry, Health, and Agriculture**” was organized by the Department of Zoology on 11<sup>th</sup> February 2020.
    - IV. A one week “**ICT Training Workshop for Teachers**” was organized by the department of Computer Science on 20<sup>th</sup> Feb. to 7<sup>th</sup> March 2020.
  - New guidelines of NAAC to fill up the AQAR and SSR were discussed among IQAC teacher members.
  - Data Collection for AQAR, Session 2018-19.

IQAC Coordinator circulated the notices among the staff members to seek the information needed to fill up the AQAR, session 2018-19. The notices circulated were as follows –

- I. Notice on 06/02/2020 to seek information regarding Professional Development Programmes, viz. Orientation Programme, Refresher Course, Short Term Course and Faculty Development Programmes.
- II. Notice on 26/02/2020 to seek information about the Student’s Progression to Higher Education / Employment / Self-Employment.

2. Analysis of the data collected for the AQAR 2018-19.

**Resolution:** It was decided that the IQAC teacher members will sit together to analyse the data collected for the AQAR 2018-19. The data will be analyzed criterion wise.

3. Preparation of the AQAR 2018-19.

**Resolution:** It was decided that the IQAC teacher members will sit together to prepare the AQAR. The analyzed data will be used to prepare the AQAR. The process of AQAR preparation will be completed criterion wise.

4. Placing the hard copy of AQAR 2018-19 before the College Development Committee.

**Resolution:** It was decided that the process of AQAR preparation will be completed by the IQAC teacher members by the end of Sept. 2020. A hard copy of the prepared AQAR will be placed before the College Development Committee.

5. Any other matter with the permission of chair:

None

## Minutes of the IQAC Meeting held on 26/10/2020

**Date: 29/10/2020**

A meeting of IQAC was organized on 26<sup>th</sup> October 2020 at 3.00 p.m. in the conference room to discuss following issues. IQAC coordinator conducted the meeting. Following resolutions were passed on various topics discussed in the meeting.

1. Action taken on the resolutions passed in the meeting held on 30<sup>th</sup> June 2020.
2. The IQAC teacher members sat together to analyze the data collected for the AQAR 2018-19. The data was analyzed criterion wise.
3. The IQAC teacher members sat together to prepare the AQAR. The analyzed data was used to prepare the AQAR. The process of AQAR preparation was completed criterion wise.
4. The process of AQAR preparation was completed by the IQAC teacher members by the end of Sept. 2020. A hard copy of the prepared AQAR was placed before the College Development Committee on 12<sup>th</sup> October 2020.
5. Submission of AQAR 2018-19 on NAAC Portal.

**Resolution:** It was decided that the finalized copy of AQAR will be uploaded on the NAAC Portal by the end of October 2020

6. Data collection for the AQAR 2019-20.

**Resolution:** It was decided that after uploading the AQAR 2018-19 on the NAAC Portal the IQAC teacher members will plan for writing the AQAR 2019-20. The IQAC coordinator will circulate the notice among the staff members to collect the data needed to fill up the AQAR 2019-20.

7. Any matter with prior permission of Chair.

None

## **Action Taken**

1. New Student Orientation Programme was organized on 19<sup>th</sup> to 21<sup>st</sup> August 2019.
2. Bridge courses were organized for the First Year students of all the streams during third and fourth week of July 2019.
3. Teachers conducted the meetings with their mentees. Every teacher conducted one meeting during the First Half of the Session 2019-20.
4. Add-on courses were not conducted by any of the departments in the First Half of the Session 2019-20.
5. IQAC Coordinator circulated the notice among the Teaching Staff members and sought the information regarding Result, Co-curricular Activities, Departmental Activities, Research Activities, etc., needed to fill up AQAR, Session 2018-19.
6. On the occasion of Golden Jubilee Year, organization of various programmes by various departments in the college:
  - University Level Inter-collegiate Students' Seminar Competition was organized by Physics Department on 10<sup>th</sup> October 2019.
  - University Level Intercollegiate Elocution Competition was organized by English Department on 11<sup>th</sup> October 2019.