

Subject:	Minutes of 1st IQAC Meeting for the session 18-19
Venue:	Conference Hall at 11:00 A.M
Focus:	Assurance of internal quality
Date	02/06/2018
Meeting taken by:	Prof. Dr. Anamika Pandey

Attendee:	Designation:
Prof. Dr. Anamika Pandey	Principal <i>Anamika Pandey</i>
Col. F.B. Allavali	Registrar <i>F.B. Allavali</i>
Ms. Renu Saxena	Senior Faculty and IQAC co-coordinator <i>Renu Saxena</i>
Ms. Pushlata Sahu	Faculty <i>Pushlata Sahu</i>
Ms Manisha Rajdev	Student Alumni member <i>Manisha Rajdev</i>
Ms. Madhavi Gautam	Employer (Nav niketan high School) <i>Madhavi Gautam</i>
Ms. Adisha Vijaywargiya	Student member <i>Adisha Vijaywargiya</i>

Agenda:

- 1) Establishment of IQAC 2018-2019
- 2) Review of Session 2017-2018
- 3) Scheduling of meetings for Session 2018-2019
- 4) Preparation of Academic Calendar.
- 5) Submission of AQAR for session 17-18
- 6) Biometric for Faculties

Minutes of the meeting of the IQAC MIE held on 01/06/2018

1. Principal Addressed to the members of newly constituted IQAC for the session 18-19 and briefed about the workings & principles of the committee.
2. It was decided that total 4 meetings of IQAC will be held in the session. Although there was no consensus were reached regarding the dates, but it was nevertheless the second meeting will be held after completion of the admissions including enrolment, 3rd meeting will be held soon after CCE based internal examination and 4th well after completion of the sessions.
3. Processes was initiated to prepare and submit AQAR for the session 17-18 and submitted by September 2018.
4. It was unanimously decided that all the formats developed and followed for academics during the session 17-18 will be continued in the current session also.
5. On the basis of the feedback received from the students and other stake holders process was initiated for the introduction of classes for personality development (including communicative English and non verbal communication) and updating of career counseling cell according to newly introduced UG courses
6. Installation of Biometric Attendance units for the faculties was welcomed.
7. Next meeting is scheduled on 15th Sept. after completion of enrolment process.

Subject: Minutes of 2nd IQAC Meeting for the session 18-19
Venue: Conference Hall at 11.00 A.M
Focus: Assurance of internal quality
Date: 15-September
Meeting taken by: Dr. Anamika Pandey

Attendee:	Designation:
Dr. Anamika Pandey	Principal <i>Anamika</i>
Col. F.B. Allavali	Registrar <i>F.B. Allavali</i>
Ms. Renu Saxena	Senior Faculty and IQAC co-coordinator <i>Renu</i>
Ms. Pushlata Sahu	Faculty <i>Pushlata</i>
Ms. Manisha Rajdev	Student Alumni member <i>Manisha</i>
Ms. Madhavi Gautam	Employer (Nayniketan high School) <i>Madhavi</i>
Ms. Adisha Vijaywargiya	Student member <i>Adisha</i>

Agenda:

- 1, Review of decisions taken in the previous session
- 2, Planning for external annual Academic Audit & financial Audit.
- 3, Updating of Library
- 4, Biometric Attendance for the faculties.
- 5, Quality initiatives for faculty.
- 6, Submission of AQAR

Minutes of the meeting the 1066 MII held on 15/09/2018

1. AQAR duly approved by the governing body was placed to the panel for final submission.
2. A new subject committee consisting of staff for personality development including communicative English and non verbal communication) and updating of career counseling cell according to newly introduced UG courses was placed before the panel.
3. Review of Biometric Attendance for the faculties through the efficiency & feedback was done the committee. It was welcomed by the faculties & staff and it also increased transparency in human resource management.
4. A three day Faculty development program was planned for 27th to 29th Dec (The areas to be covered roughly are-Gender equality, Environmental Awareness, Yoga & Meditation, Cyber security, depression, Report writing)
5. One day Advanced Training for use of ICT in education to be conducted on 19th Nov.
6. CDs contributed by B.Ed Students in the session 17-18 to be submitted in the library & quotations for new books were called for library enrichment.
7. Date is decided for External Annual Academic Audit, it will be held on 28th & 29th of September.
8. Annual Financial Audit will be conducted on 12th-13th Oct.
9. Strict adherence to the academic calendar was reiterated.
10. Next meeting to be held on 3-4th week of Jan.

Subject:

Minutes of 3rd IQAC Meeting for the session 18-19

Venue:

Conference Hall at 11.00 A.M.

Focus:

Assurance of internal quality

Date

19th Jan

Meeting taken by:

Dr. Anamika Pandey

Attendee:

Designation:

Dr. Anamika Pandey

Principal

Col. F.B. Allavali

Registrar

Ms. Renu Saxena

Senior Faculty and IQAC co-coordinator

Ms. Poshlata Sahu

Faculty

Ms Manisha Rajdev

Student Alumni member

Ms. Madhavi Gautam

Employer (Nav niketan High School)

Ms Adisha

Student member

Vijaywarziya

Agenda:

- 1) Review of decisions taken in the previous meeting
- 2) e content development
- 3) Green Initiatives
- 4) Alumni meet
- 5) Parent teacher meet
- 6) Review of results of internal exams

Minutes of the meeting the IQAC ME held on 19/01/2018

1. AQAR Submitted through post on (27/9/2018).
2. It was decided that faculties must scale up use of ICT tools in class room teachings and develop 5 PPT presentations for all subjects.
3. The need was felt to take some green initiatives in the premises, which includes
 - a). Planting trees and nurturing them
 - b). Recycling of organic wastes generating from garden , canteen & mess.
 - c). Declaring the premises single use polythene free zone.
4. Reports of Academic & financial Audit placed before the panel
5. Result analysis of midterm internal examination held was placed before the panel.
6. Remedial classes was suggested for students performing poorly in internal examination.
7. Summary of CCE given to the students various forms like PPT, Assignment, Class room teaching, class test was placed before the panel
8. Reports of ICT training & FDP held were placed before the panel.
9. Need was felt to organize an alumni meet but date was not decided.
10. Report of PTM was placed before panel & concern was raised for low turnout of the parents.

Subject: Minutes of 4th IQAC Meeting for the session 18-19
Venue: Conference Hall at 11.00 A.M
Focus: Assurance of internal quality
Date: 13th April
Meeting taken by: Dr Vinay Diwan

Attendee:	Designation:
Dr Vinay Diwan	Principal <i>Vinay</i>
Col. F.B. Allavali	Registrar <i>Allavali</i>
Ms. Reetu Saxena	Senior Faculty and IQAC co-coordinator <i>Reetu</i>
Ms. Pushlata Sahu	Faculty <i>Sahu</i>
Mis Manisha Rajdev	Student Alumni member <i>Manisha</i>
Mis. Madhavi Gautam	Employer (Nav. Niketan High School) <i>Madhavi</i>
Mis Adisha Vijaywargiya	Student member <i>Adish V</i>

Agenda:

- 1) Review of decisions taken in the previous meeting
- 2) Review of Friday activity
- 3) Progress of NCC & NSS
- 4) Report from grievance cell
- 5) Planning for next session
- 6) Review of the academic session 18-19

Minutes of the meeting the IUAC MIT held on 13/04/2018

- 1) PV CDs on various topics contributed by Bafel students in the session 17-18, exhibited in the library.
- 2) Attendance for Students was suggested from session 19-20 so as to have a centralized attendance record.
- 3) It was agreed in principle to plant more trees & plants in the premises from upcoming rainy season and sites were located.
- 4) Premises was declared single use polythene free zone.
- 5) Alumni meet was held on 04/04/2019.
- 6) Strict adherence to the academic calendar was reiterated.
- 7) On the basis of Grievances received it was felt that our website should be updated.
- 8) Alumni Association to be registered in next session.
- 9) Role of T.Gs to reduce dropout rate was appreciated and it was suggested that they should strengthen the communication with the parents also.
- 10) Plying of Busses on more routes from next session was suggested to the governing body.
- 11) Entry of any two wheeler was prohibited without Helmet.
- 12) SAP For students to be introduced to provide financial support to the students.