

MINUTES OF THE MEETINGS OF THE IQAC DURING THE YEAR 2022-23

IQAC organized a meeting for the academic Year 2023 NAAC accreditation of University. The meeting was chaired by the Vice Chancellor Prof S.K. Jain. Coordinator Prof DC Gupta Greeted all the members of the IQAC. The following Agenda were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of Thanks.

Meeting -1

Venue : IQAC Hall,

Time: 3.0 PM,

Date : 19-07-2022,

Agenda :- Review of AQAR and S.S.R. Preparation

1. Documentation process for AQAR 2022-23 and SSR were discussed for speedily processing.
2. SSR criteria coordinators have given their presentation on concerned criterion.
3. After a brief of IQAC activities the Coordinator elaborated the important functions of the Cell in the areas of academics and administration. Expediting the work of data collection was stressed.
4. The discussion was held on lacunas/ gaps regarding form filling and document preparation.
5. Recommendations on SSR and AQAR given by the members are to be shared with the HODs.

Meeting -2

Venue : IQAC Hall,

Time: 3.0 PM

Date: 05-08-2022

Agenda - Inclusion of members in IQAC for S.S.R. Preparation and work distribution.

1. Proposal for inclusion of more teachers in IQAC committee for SSR preparation was placed to the President for approval which was approved by the Chairman of the committee and it was decided that the coordinators will prepare documentation criterion wise.
2. Core members will be required to follow-up the progress of the criterion coordinators.

Meeting - 3

Venue : Betwa Hall

Time: 12.00 PM

Date: 06-08-2022

Agenda – Workshop of all teachers on IIQA & appreciation of Faculties

1. Discussed on SSR preparation and information given to the teachers by criteria coordinators for SSR preparation.

2. Suggestions, experiences and the difficulties in the data collections were for report preparations.
3. it was decided that the SSR report should be shared with the all teaching and non-teaching staff before the next meeting.
4. Inclusion of appreciation and felicitation of the Faculty members/ office staff for their outstanding achievements.

Meeting - 4

5. Venue : IQAC Hall

Time: 3.00 PM

Date 29-08-2022

Agenda – Submission of IIQA

1. Report prepared in previous meeting was shared between the members of IQAC committee.
2. Discussion was held with finance officer for submission of the fee for IIQA submission.
3. All the members of the committee have presented external and internal AAA report which was finally approved by all the academic and administrative and IQAC members with majority.

Meeting - 5

Venue: VC office New Building

Time: 3.30 PM

Date 12-09-2022

Agenda – Preparation of SSR

1. The review meeting was conducted with the coordinators and all members of criteria to strengthen the documents for preparation of the SSR.
2. Chairman has shared his experience and expressed that the curriculum need to be enriched with industry orientation to make students more employable.
3. Discussed and stressed on the need of automating the administrative office for improving the services to the students and faculties.
4. Discussed about the MOU's with institutions of national & international importance for enabling more interaction with outside world.

Meeting - 6

Venue: IQAC Hall

Time: 3.00 PM

Date 20-10-2022

Agenda – Student Satisfaction Survey & Feedback analysis

1. HOD's have to concentrate on improvement learning facilities to the students and work towards achieving better outcomes.
2. For student satisfaction survey email to be send to the students of all teaching departments and ask them to respond back on the same email. Students may fill hard copy of the survey form and can submit it to the Heads of the respective departments.
3. Discussed about the qualitative and quantitative parameters for NAAC assessment.
4. The feedback committee reviewed the analyzed data of feedback report which were collected from students, staffs and alumni.

Meeting - 7

Venue: IQAC Hall

Time: 3.00 PM

Date 27-10-2023

Agenda – Professional development of teaching and non - teaching staff

1. Chairman reviewed Planning of academic and research activities of the departments. All the teaching staff should submit proposals for Faculty Development Programme (FDP, International, National, State level and University level conferences, workshops and seminars to UGC. The faculty members shall submit proposals for Major/Minor research projects to different funding Agencies during academic year.
2. The office staff is associated with use of Microsoft Office, tally etc. software. It is necessary to give hands on training for the staff. Hence IQAC recommended organizing workshops for the administrative staff. Further IQAC also recommended conducting workshop for non-teaching staff on handling of the computers, and different software's etc.
3. Discussion was done to conduct Alumni and parent's meeting and its preparation (Preparation of list of students, WhatsApp group and initiation for meeting).

Meeting - 8

Venue: IQAC Hall

Time: 11.30 PM

Date 7-03-2023

Agenda – To review the progress of the NAAC works in the institution

1. The parameters for NAAC preparation were studied carefully for its qualitative and quantitative information.
2. IQAC has also discussed about the, maintenance of green campus and the initiative needed towards implementation of water harvesting, energy conservation and other value added facilities to be taken care in the campus

3. Faculty members and student exchange programs should be initiated through institutional MOUs.

Meeting - 9

Venue: IQAC Hall

Time: 11.30 PM

Date 9-03-2023

Agenda –To review the progress of SSR & automation of library and office

1. Chairman & core committee reviewed the prepared data presented in the parameters and suggested some modifications to be done in the qualitative parameters towards presenting the information more accurately.
2. Library automation process is in progress and presented for approval before officials of BU.
3. Resource sharing of e-books/ libraries in association with local institutions.
4. All the members decided to inform the HOD's to aware students for registration on Swayam portal
5. Discussed about the preparation of anti-ragging policies in campus.

Meeting - 10

Venue: IQAC Hall

Time: 11.30 PM

Date 12-03-2023

Agenda – Visit of internal NAAC Pear team committee

1. An internal NAAC peer committee was prepared for visiting all the department.
2. It was discussed in the meeting that two external members in the internal NAAC peer team should be from outside the university.
3. Reports of various activities initiated by the institution to be maintained with proper back up in the form of soft and hard copies un the departments and with a copy to the IQAC office.

Meeting - 11

Venue: IQAC Hall

Time: 11.30 PM

Date 14-03-2023

Agenda – Preparation for NAAC Peer team visit

1. The chairman of the IQAC in the gracious presence of Hon'ble Vice Chancellor announced the date of NAAC pear team visit.
2. Hon'ble Vice Chancellor instructed to all coordinators and members of IQAC to be ready for the final preparation.

3. Suggestions were given for renovation /construction work as and where required for completion and if the fund is required. Hon'ble Vice Chancellor instructed to Account Section for releasing fund of Rupees 20,000/- may be given to each department as per a common order released from administrative office of Barkatullah University Bhopal.

Meeting - 12

Venue: IQAC Hall

Time: 11.30 PM

Date 19-03-2023

Agenda – Visit of NAAC Peer team

1. Internal members has visited to the departments and seen all the preparation and instructed for enhancement of data.
2. Documents were seen and analyzed just to confirm all the documents were ready before visiting to the NAAC peer team.

Meeting - 13

Venue: IQAC Hall

Time: 11.30 PM

Date 21-03-2023

Agenda: Arrangement for visit og core peer NAAC team at University

1. Committee members instructed to all the faculty members for cleaning of the campus, departments and for making sign board, name plates, banner posters, etc. ready before the visit of the NAAC peer team.
2. All the wings of the college should be examined and the weak areas should be identified and suggested for improvement.
3. Discussed for final preparation of all documentation and points and parameters to be added further.
4. Teams of individual programs are instructed for arrangement such as tea, snacks, juices, dry fruits and other arrangements related to their welcome.