

## IQAC

### Internal Quality Assurance Cell Vardhaman College, Bijnor

- Meeting : 01 (13<sup>th</sup> Aug., 2019)
- Venue : Principal's Office
- Time : 2.00 P.M.
- Agenda : 1. Review of performance of IQAC in previous session.  
2. Status of different formats for feedback.  
3. Discussion on strategy to collect Teacher's Self Appraisal Report, Committee reports and data from College Office.

#### Action Taken/ Compliance.

1. One nominee from local society – Mr. Ashok Kumar Jain, One nominee from students – Mr. Gaurav Mohan to be added in the IQAC committee as per NAAC guidelines.
2. Proposal of proposed one-day workshop was accepted by NAAC and Grant of Rs. 75,000 will be given for the same.
3. Feedback form for teachers and students has been developed and given by Dr. Juhie Aggarwal.
4. Requirements for IQAC as discussed in previous meeting have been communicated to Principal sir again on 13.08.2019
5. Parents teacher association related documents has been given by Dr. S.K. Agarwal for further reference.

#### MINUTES -

- 1) Discussion on Student's feedback form and Teacher's feedback form (on developed format), few points should be incorporated in the feedback forms.
  - Teachers name should be omitted.
  - Minor change in language.
  - Now It should be done offline only.
  - Google form should be developed for online feedback.
  - Feedback should be taken twice a year i.e. in October and in January.
- 2) Feedback form from Alumni and parents in under process (as telephonically informed by Dr. Reshu Sharma).
- 3) Discussion on parents Teacher's association composition i.e. Formation of working committee.
- 4) In order to compile AQAR 2018-19, Teacher's self-appraisal report, committee reports and office reports should be taken on prescribed format and these formats should be distributed latest by 31 August 2019.

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- 5) Reminder for accreditation of B.Ed. department is also given.
- 6) Plagiarism software should also be purchased as per requirement of UGC. The meeting was attended by the following.

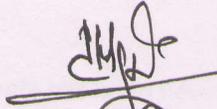
1. Dr. C.M. Jain (Principal Sir)
2. Dr. S.K. Joshi (Co-ordinator)
3. Dr. S.K. Agarwal
4. Dr. Mukesh Kumar
5. Dr. Sanjay Kumar
6. Dr. Dharmendra Yadav
7. Dr. Juhie Agarwal
8. Dr. Manish Gupta
9. Dr. Nida Khan.



Dr. Nida Khan  
Recording Secretary  
Member, IQAC



Dr. Sunil Kumar Joshi  
Coordinator, I Q A C,



Prof. C.M. Jain  
Chairperson, IQAC