

Career College Bhopal
Internal Quality Assurance Cell
IQAC meeting-2018-19

Venue: Room No. 6


Date: 06/06/19

Following minutes were discussed in the meeting

| Agenda | Minutes | Action Taken Report |
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| Progress in NAAC accreditation process | Updates on up-coming NAAC accreditation procedure was discussed | Almost 80% work was found completed and it was suggested to finish the remaining work by the end of June |
| NAAC Peer team visit | Discussion was held on the preparation for the visit of NAAC Peer team members | As per the discussion all round preparations for the NAAC visit started in the college |
| Document updation | Status of document updation of different criteria and cells were discussed and it was suggested to complete the filing process by June end | Documentation process completed |
| Qualitative metrics | Discussion was held on qualitative metrics of each criteria and it was decided to arrange the documents in accordance with SSR | Criteria heads and co heads checked the files and found the documents appropriate for all the qualitative metrics |
| College Presentation | Discussion was held for the preparation of college presentation for NAAC peer team and it was advised to include the best of all the departments for presentation before NAAC Peer team | Principal has made the presentation with the help of respective criterion members |
| Department wise and cell wise preparations for NAAC Peer team | <ul style="list-style-type: none"> • It was decided by the members that each department and cell will prepare a short power point presentations highlighting their objectives and achievements • All the departments are advised to organize their departments for the up-coming NAAC visit | All the departments and cell heads have made the presentations |
| Mega Job Fair | Review was taken by the IQAC members about the preparation of Mega Job Fair and it was advised to form different committees for the smooth conduction of this mega event on 25 June 2019 | As per the advice different committees were formed and Mega Job Fair was organized successfully on 25 th June 2019 |
| Preparation of admission process for the session 2019-20 | Rules regulations and itinerary schedule received from Department of Higher Education for the admission was discussed, admission cell was instructed to monitor the admission process regularly during the admission time | Rules regulations and itinerary schedule for the admission process was explained to each faculty members |

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| Review of the academic year 2018-19 | Discussion held to review the activities of college in the academic year 2018-19, it was decided that all the departments will submit their activity reports to the IQAC | All the departments submitted their activity reports to the IQAC Cell in the prescribed format |
| Planning for the academic year 2019-20 | <ul style="list-style-type: none"> • Planning for the academic session 2019-20 was discussed and it was decided to prepare academic planner and time table for the new academic session using revised format of ERP system. • It was also decided by the IQAC members that each department and cell will submit their proposed activities for the session 2019-20 to the IQAC | <ul style="list-style-type: none"> • Academic planner and time table was prepared in ERP software • Departments have submitted their proposed activities for the session 2019-20 to the IQAC |


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