


Career College Bhopal
Internal Quality Assurance Cell
IQAC meeting-2017-18

Venue: Room no. 6

Date: 11/10/17

Agenda	Minutes of the meeting	Action Taken Report
1. Guest Lectures and Visits	<ul style="list-style-type: none"> • More number of guest -lectures were proposed • An educational tour to Ooty- Coimboor was proposed by Department of Life Science 	<ul style="list-style-type: none"> • Total 18 Guest Lectures were successfully conducted by different departments. • Trip to Ooty- Coimboor was successfully organized by Department of Life Science • Total 20 visits were conducted
2. Courses other than offered by University	<ul style="list-style-type: none"> • Short term Training Certificate/ Skill Development program was suggested to be conducted in collaboration with external agencies. • Examination for Enrichment Course with IIT Mumbai was proposed to be completed. 	<ul style="list-style-type: none"> • 11 Short Term Certificate Courses were completed. • Examination was successfully conducted for IIT Mumbai Spoken Tutorial Course.
3. Faculty Enhancement Program	<ul style="list-style-type: none"> • Active use of Google class room was suggested • Updating of their quality lecture material was suggested to all the faculties as a continuous process • Research based workshop, seminars, lectures on topic of IPR was proposed • Research paper publication in UGC referred journal was suggested to faculties • Projects with interdisciplinary approach were suggested to be submitted 	<ul style="list-style-type: none"> • Assignments have been allotted to the students in Google Classroom. • Faculties have updated / downloaded more quality teaching material viz; pdf, video etc. and a good reservoir of knowledge with 500 lecture material has been created • Topic has been finalized for the seminar. Research based lecture on "Code of Ethics in Research" has been delivered by DrRashmiSinghai, RIE, Bhopal • Most of the faculties have submitted their research papers, some have been published. • Department of Life Science and Department of Commerce & Management have taken an initiative
4. Internship and Project	<ul style="list-style-type: none"> • Student Research projects from each department were suggested for submission • Comprehensive Training Programs were suggested to be organized by Training & Placement Cell 	<ul style="list-style-type: none"> • Departments took the initiative and enroll the students • Training & Placement Cell successfully conducted the training program for 1200

		students
5. Formation of Alumni Association	<ul style="list-style-type: none"> An Alumni Association was proposed to be formed and Alumni meet should be organized 	<ul style="list-style-type: none"> Registration process of association has been started and is under process
6. Student Support and motivation	<ul style="list-style-type: none"> Parent- Teachers' Meet was proposed to be organized It was suggested that NET and SLET qualified faculties should give guidance to students preparing for competitive examinations. 	<ul style="list-style-type: none"> Parent- Teachers' meet was successfully conducted in which 178 parents were present Faculties guide the students on regular basis for Competitive examinations.
7. Institutional Uniqueness	<ul style="list-style-type: none"> An Incubation Centre was suggested to be formed in college 	<ul style="list-style-type: none"> College has registered with NeetiAayog/ DSIR for funding
8. Best Practices	<ul style="list-style-type: none"> Free health checkup of parents during PTM was suggested Motivation and empowerment to the students who got ATKT or failed in examination was suggested An initiative to maintain Eco- friendly campus was suggested 	<ul style="list-style-type: none"> Free Health Check Up for Parents' was successfully conducted and advised for treatment (if any) after discussion with Doctor Students were counseled for their failure and provided remedial measures College has started paper cups and plates, Bulbs and CFL has been replaced with LED and initiative to generate solar light has been taken up.
9. Feedback forms	<ul style="list-style-type: none"> Analysis of feedback taken was suggested 	<ul style="list-style-type: none"> Analysis has been done
10. Monitoring	<ul style="list-style-type: none"> Regular monitoring of IT facility, safe drinking water was suggested. Repair and maintenance of laboratory equipments was suggested 	<ul style="list-style-type: none"> IT facilities monitoring is under process. Students of Department of Chemistry has conducted Physico-chemical analysis of drinking water Repair and maintenance of laboratory equipments was done wherever needed


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