

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

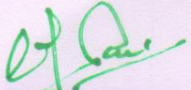
Venue: Room no. 6

Date: 11/8/18

Following minutes were discussed in the meeting

<b>Agenda</b>	<b>Minutes</b>	<b>Action Taken Report</b>
<b>Annual Departmental activities</b>	Discussion was held on various activities run by each department and committee for the current session	Review was taken from all departments and committees
<b>NAAC guidelines</b>	Discussion was held on the new guidelines of NAAC	Faculty meeting was organized to enlighten about the new guidelines of NAAC
<b>AQAR preparation</b>	Plan to finalize AQAR for the year 2017-18 was discussed	Work was distributed accordingly among the Criteria members
<b>File updation</b>	Discussion was held to update departmental files for NAAC	Each department was instructed to update the same.
<b>E-Lecture</b>	To strengthen teaching methodology; recording of quality e-lecture of faculties was suggested.	Faculties were instructed to prepare their e-lectures
<b>FDP</b>	It was decided to conduct five FDP's in present academic session	FDP on "OERs & MOOC: Towards a Paradigm Shift" and "Class room Management-Strategies in the perspective of Professional Development" were successfully conducted on 15 <sup>th</sup> September 2018
<b>National seminar/conference</b>	A National Seminar from IQAC was proposed to be organized in the month of December or January	Topic for National Seminar was finalized
<b>Research award</b>	For promoting the research culture in the institute, it was proposed to give rewards to faculties who have received awards or acted as Resource Person	Proposal was approved by the college management
<b>Orientation Program &amp;</b>	Orientation Program and Knowledge Skill Assessment(KSA) Test was proposed, to be	Orientation Program and KSA were successfully conducted

<b>KSA</b>	organized for newly admitted students	
<b>CCE mode</b>	It was suggested to revise the mode of CCE examinations to make it more interesting for students	CCE modes were revised by most of the departments
<b>CCE conduction</b>	Faculties were suggested to use Google class room as a medium in CCE for interactive teaching learning	In most of the departments CCE was conducted through Google Classroom
<b>Academic audit</b>	Discussions were held regarding external academic audit	Appropriate steps were taken for the same
<b>NPTEL courses</b>	It was suggested that the college should be registered for NPTEL local chapter	College was registered for the same
<b>Best practice</b>	It was decided to conduct vehicle check up for college staff and students to monitor the pollution level at reasonable cost	Activity was done successfully with PUC from 16-31 <sup>st</sup> August 2 018
<b>Scholarship</b>	Identification of meritorious students for scholarship from college society was planned	List of meritorious students was prepared for granting scholarships
<b>E-waste management</b>	Review on construction of e-Bin was discussed	e- Bin has been constructed and installed near the fee counter and notice was circulated for its use

  
**PRINCIPAL**  
**CAREER COLLEGE**  
**GOVINDPURA BHOPAL**