


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

Venue: Room no. 6

Date: 18/05/18

Agenda	Minutes of the meeting	Action Taken Report
1. Courses other than those offered by University	<ul style="list-style-type: none"> • A formal plan and syllabus of short term certificate course submission was suggested 	<ul style="list-style-type: none"> • 39 Short Term Certificate Courses with proper schedule and planning have been completed..
2. Time Table and Academic Planner	<ul style="list-style-type: none"> • Preparation of Time –Table and Academic Calendar for new academic session was decided 	<ul style="list-style-type: none"> • Time –Table and Academic Calendar has been prepared in the stipulated time
3. Faculty Enhancement Program	<ul style="list-style-type: none"> • Motivation to faculties to apply for Research Guide • Motivation to Departments to apply for research centre • Follow up of Interdisciplinary Research Projects was suggested • Collection of data for faculty awards and recognition was suggested • It was suggested to attend minimum two workshop, seminars per annum. 	<ul style="list-style-type: none"> • Some of the faculties have applied to University for Research Guide • Department of Botany and Department of Commerce and Management have initiated with formalities to apply for research centre. • Five International and five National Research Awards have been received by faculties • Nearly all faculties have participated in workshop, seminars and conferences in their respective fields
4. Student Support and Motivation	<ul style="list-style-type: none"> • Conduction of Remedial Classes for weak students was decided • Collection of data for student awards for motivating them was suggested 	<ul style="list-style-type: none"> • Remedial Classes were conducted successfully • Two students won international and three students won national awards
5. Admission Process	<ul style="list-style-type: none"> • It was suggested that Internal preparation for upcoming online admission be initiated. 	<ul style="list-style-type: none"> • All preparations were completed.
6. Job Fair	<ul style="list-style-type: none"> • Planning of Mega Job Fair has been discussed in month of June 	<ul style="list-style-type: none"> • Training and Placement Cell successfully conducted Mega Job Fair on 1st and 2nd June 2018. Total 45 companies visited

		the campus and 158 students were selected.
7..Institutional Uniqueness	<ul style="list-style-type: none"> • Follow up and review of Seminar/Conference Conduction in Session 2017-18 • Training Program for non teaching staff was decided to be conducted 	<ul style="list-style-type: none"> • Total three conferences one International and two National were successfully organized • Training program for non teaching staff was successfully organized on the topic "Health and Hygine" by Yogacharya Mamta Guru on 29th May 2018
8. Best practices	<ul style="list-style-type: none"> • An e-Bin was proposed to be placed in college premises to discard the e-waste 	<ul style="list-style-type: none"> • e-waste was collected from various departments and proposal for e-Bin has been approved
9. Feedback forms	<ul style="list-style-type: none"> • It was decided to send suggestions received through feedback to respective authority 	<ul style="list-style-type: none"> • Under process
10. Monitoring	<ul style="list-style-type: none"> • New requirements for instruments, equipments, chemicals, glassware and other essential things for new academic session were discussed to be invited by various departments. 	<ul style="list-style-type: none"> • Requirement list duly approved by Principal Sir was sent to account section by different departments
11. Audit	<ul style="list-style-type: none"> • Academic and Financial Audit was proposed 	<ul style="list-style-type: none"> • Under Process


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