

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

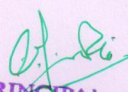
Venue: Room no. 6

Date: 4/8/17

Agenda	Minutes of the meeting	Action Taken Report
1. Guest lectures and visits	<ul style="list-style-type: none"> • Minimum 5 Guest Lecturers per department in each session were proposed • Visit to research laboratories /industry/ research institutes or an educational tour was made compulsory for every department 	<ul style="list-style-type: none"> • Total 11 Guest Lectures were successfully conducted by different departments. Few more were to be conducted in the coming months. • Total 15 visits were conducted.
2. Courses other than the ones offered by University	<ul style="list-style-type: none"> • Conduction of Short term Training Certificate/ Skill Development programs were suggested to make students better employable. • An Enrichment Course with IIT Mumbai was proposed to promote computer literacy among students. • 15 days Bridge Course conduction was proposed for BCA and M.Sc. Chemistry students to impart them basic knowledge about computer and Mathematics /Biology 	<ul style="list-style-type: none"> • Six Short Term Certificate Courses were completed. • Total 2338 students were registered for IIT Mumbai Spoken Tutorial Course • Bridge Courses were successfully conducted by concerned departments.
3. Faculty Enhancement Program	<ul style="list-style-type: none"> • Use of Google class room by faculty was suggested as a platform for interactive teaching learning • To strengthen teaching methodology, collection of various quality lecture material was suggested to all the faculties. • E-Library construction to store data of e- resources and quality lecture material in each department was suggested • It was decided to conduct four FDP in the present academic session. • It was discussed to motivate to faculties to apply for major and minor research projects with different funding agencies. • Organization of National Seminar on, "Role of IQAC in Exploring Interdisciplinary 	<ul style="list-style-type: none"> • Each faculty was enrolled in Google Classroom • Faculty members have created / downloaded various quality teaching material viz;pdf, video etc. • E-Library is now maintained by all departments to safely store their e-material • FDP was successfully conducted on 12th September 2017 on 'Sci Lab Open Software' • Total 6 projects have been submitted from the entire college <ul style="list-style-type: none"> ✓ 2 Major projects from Department of Biotechnology and Biochemistry and one major project from

	Approaches in Higher Education for Quality Enhancement” was proposed to be organized on 10 Oct 2017	<p>Department of Chemistry and Zoology</p> <ul style="list-style-type: none"> ✓ 1 Minor project on Physics by Dept. of Computer Science and one minor project from Zoology Department • National Seminar on, “Role of IQAC in Exploring Interdisciplinary Approaches in Higher Education for Quality Enhancement” was successfully organized on 10 Oct 2017
4. Internship and Project	<ul style="list-style-type: none"> • Planning to initiate internship/project as a part of curriculum in the beginning of session by respective mentors was discussed. • Training and Placement Cell was assigned to conduct two Entrepreneurship Development Projects during this academic session. 	<ul style="list-style-type: none"> • Students of Commerce and Management Department have completed their internship • Training and Placement Cell registered 13 students for two Entrepreneurship Development Projects
5. ISR Activities	<ul style="list-style-type: none"> • It was decided in the meeting that ISR activities should be done with the collaboration of government and non-government agencies 	<ul style="list-style-type: none"> • Total 8 ISR activities have been organized. Few more are under planning.
6. Wall Magazine and College Magazine	<ul style="list-style-type: none"> • It was proposed to include new topics such as birth anniversaries of great Indian leaders, awardees and the national festivals on wall magazine • Information about a new cell, “Magazine and News Letter Cell” was announced in the meeting 	<ul style="list-style-type: none"> • Notice and schedule for Wall Magazine Display along with new inclusions was circulated amongst the Departments. • Notice was circulated for seeking write up from faculties and students.
7. Student Support and Motivation	<ul style="list-style-type: none"> • Orientation Program in the month of August was proposed for the students to make them aware about the institutional facilities, policies and College culture. • Conduction of Knowledge Skill Assessment (KSA) was proposed for newly admitted students to differentiate between slow and advance learner. • For physically challenged students facilities were 	<ul style="list-style-type: none"> • Orientation Program was successfully conducted in the month of September • KSA was conducted and result has been announced. Slow and advanced learners were identified and strategies were planned. • Ramps were constructed to facilitate mobilization of physically challenged students • Central Library has

	<p>decided to be incorporated in the infrastructure.</p> <ul style="list-style-type: none"> • It was decided to provide guidance for competitive exams to students by experts from various fields • One more MOU with CSRD, Peoples College was proposed 	<p>collected and stored the syllabus and study material related to competitive exams and a separate study area is reserved for students preparing for the same.</p> <ul style="list-style-type: none"> • Proposed MOU has been found under process
8. Institutional Uniqueness	<ul style="list-style-type: none"> • Formulation of proper disposal system for hazardous waste was suggested. • One hour library visit per week was decided for faculty members. • Launch of Two New Research Journals was suggested • Every day 'Flag Hoisting' by faculty was suggested 	<ul style="list-style-type: none"> • Suggested disposal procedure was monitored and found that it has been followed without fail. • Faculties have sincerely started to complete their library hour, which is being monitored and reported by Library Cell • Name of Journals were finalized. Quotations for plagiarism software were called and application for RNI number was filed • Practice of Flag Hoisting has been running from 15th August 2017
9. Best Practices	<ul style="list-style-type: none"> • It was decided to seek donation of old books by senior students and faculties. • Free health checkup for college staff was suggested. • Mentors suggested to guide and counsel students over their weak areas to excel in academics • Identification of meritorious students for scholarship from college society was planned 	<ul style="list-style-type: none"> • More than 100 books were donated by senior students and faculties • Free health checkup for college staff was successfully conducted on 5th September 2017 and reports were discussed individually with the Doctor • Students were counseled after result analysis of semester result • List of Meritorious students was prepared for scholarship
10. Feedback Forms	<ul style="list-style-type: none"> • Bilingual format of feedback form was suggested 	<ul style="list-style-type: none"> • Feedback was made bilingual and successfully uploaded on website
11. Monitoring	<ul style="list-style-type: none"> • Regular monitoring of biometric machine and camera were suggested. 	<ul style="list-style-type: none"> • Biometric machine and cameras are being regularly monitored


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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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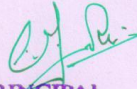
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Venue: Room no. 6

Date: 13/01/18

Agenda	Minutes of the meeting	Action Taken Report
1. Guest Lectures and Visits	<ul style="list-style-type: none"> • Guest –Lectures based on curriculum and research by Alumni were proposed • Compulsion of one visit per semester was suggested 	<ul style="list-style-type: none"> • Total 30 Guest Lectures were successfully conducted by different departments including an expert lecture by Alumni • Total 26 visits were conducted
2. Courses other than offered by University	<ul style="list-style-type: none"> • Continuous conduction of Short term Training Certificate/ Skill Development Programs were suggested 	<ul style="list-style-type: none"> • 30 Short Term Certificate Courses were completed.
3. Faculty Enhancement Program	<ul style="list-style-type: none"> • Lecture delivery using quality lecture material was suggested • Motivation to faculties to act as Resource Person and to present paper in National and International Conferences was suggested • Research Project review and follow up was suggested 	<ul style="list-style-type: none"> • Faculties prepared their lectures with the help of e-materials. • Many of faculties were invited as Resource Person, six faculties received Research Awards for oral and poster presentation • DBT has sanctioned a project to Department of Biotechnology.
4. ISR Activity	<ul style="list-style-type: none"> • Compulsion of three ISR activities per session for each department was suggested 	<ul style="list-style-type: none"> • Twenty ISR activities were done
5. Smart Class Rooms	<ul style="list-style-type: none"> • Purchase of more LCD for smart class room was suggested 	<ul style="list-style-type: none"> • Six LCD projectors were purchased and four rooms no. 25,26, 30 and 31 have been converted into smart class rooms
6. Wall Magazine	<ul style="list-style-type: none"> • Four new topics viz Blue Revolution, Digital India, GST, Great Invention were suggested to be incorporated for Wall Magazine 	<ul style="list-style-type: none"> • Notice and schedule was circulated to inform the changes
7. Annual Cultural and Sports meet	<ul style="list-style-type: none"> • Conduction of Sports Day in the month of February was decided • Conduction of Annual Day in the 	<ul style="list-style-type: none"> • Sports Day was successfully celebrated on 16th and 17th February 2018.

	month of March was decided	<ul style="list-style-type: none"> Annual Day was successfully celebrated on 26th and 27th March 2018.
8. Institutional Uniqueness	<ul style="list-style-type: none"> Registration for NIRF, ISO was suggested 	<ul style="list-style-type: none"> Registration for NIRF, ISO is under process
9. Best Practices	<ul style="list-style-type: none"> Free health check up for students was suggested A review of maintenance of Eco-friendly campus was suggested Meritorious Students were proposed to be awarded 	<ul style="list-style-type: none"> Total 77 students have undergone free health check up Regular reviewing has been done and is recorded in activity register Total 41 students have been awarded during Annual Meet
10. Feedback Forms	<ul style="list-style-type: none"> Analysis Report of feedback taken was suggested 	<ul style="list-style-type: none"> Report has been found under preparation
11. Monitoring	<ul style="list-style-type: none"> Monitoring safe drinking water by external agency was suggested. Monitoring of Biometric and CCTV cameras were suggested 	<ul style="list-style-type: none"> Aqua Safe Company cleaned the water tank and analyzed the drinking water quality. Repair and maintenance of laboratory equipments has been done wherever needed
12. 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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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 Internalpreparation 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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