

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

Agenda	Minutes	Action Taken Report
Annual Departmental activities	Discussion was held on various activities run by each department and committee for the current session	Review was taken from all departments and committees
NAAC guidelines	Discussion was held on the new guidelines of NAAC	Faculty meeting was organized to enlighten about the new guidelines of NAAC
AQAR preparation	Plan to finalize AQAR for the year 2017-18 was discussed	Work was distributed accordingly among the Criteria members
File updation	Discussion was held to update departmental files for NAAC	Each department was instructed to update the same.
E-Lecture	To strengthen teaching methodology; recording of quality e-lecture of faculties was suggested.	Faculties were instructed to prepare their e-lectures
FDP	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 th September 2018
National seminar/ conference	A National Seminar from IQAC was proposed to be organized in the month of December or January	Topic for National Seminar was finalized
Research award	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
Orientation Program &	Orientation Program and Knowledge Skill Assessment(KSA) Test was proposed, to be	Orientation Program and KSA were successfully conducted

KSA	organized for newly admitted students	
CCE mode	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
CCE conduction	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
Academic audit	Discussions were held regarding external academic audit	Appropriate steps were taken for the same
NPTEL courses	It was suggested that the college should be registered for NPTEL local chapter	College was registered for the same
Best practice	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 st August 2018
Scholarship	Identification of meritorious students for scholarship from college society was planned	List of meritorious students was prepared for granting scholarships
E-waste management	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


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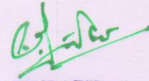
Venue: Room no. 6

Date: 24/11/18

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
IIQA	It was decided to register for IIQA(Institutional Information for Quality Assessment) to NAAC office within stipulated time	Work was allotted to register IIQA among IQAC members
AQAR Preparation	Discussion was held to finalize AQAR for the year 2017-18	Final review was taken and decided to send the same to NAAC office soon
SSR	It was decided to start the preparation of SSR to face third cycle of NAAC	Work was distributed accordingly among the seven criterias
e-Lecture	Status about the preparation and recording of e-lecture of faculties was discussed	Most of the faculties delivered their e- lectures and were also recorded
FDP	One FDP on new NAAC Assessment Methodology was decided, to be conducted	FDP was successfully conducted on 6 th January 2019
National Seminar/ Conference	Status about the preparation of National Seminar on “Revised NAAC framework: Evolving Trends in Quality” was discussed	National Seminar on “Revised NAAC framework: Evolving Trends in Quality” was organized successfully on 5 th January 2019
Academic Audit	Discussion was held regarding the status of External Academic Audit	External Academic Audit were conducted on 31 st January 2019
NPTEL Courses	It was suggested to register students and teachers for different courses under NPTEL local chapter	139 registration was done for the same including faculties and students
Library Visit	It was decided to take feedback of faculty library visit	Online feedback form was prepared and faculties were requested to give feedback

Installation of Cameras	More number of cameras specially in Laboratories were decided to be installed to record and monitor Practical and Viva	Proposal was approved by the College Management
Disaster Management	It was discussed to install, inbuilt fire fighting system to make the campus more secure	Proposal was approved by the College Management



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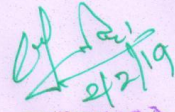
Career College Bhopal
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IQAC meeting-2018-19

Venue: Room no. 6

Date: 02/02/19

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
IIQA	Final IIQA(Institutional Information for Quality Assessment) was discussed among the IQAC members and it was decided to submit the IIQA to NAAC by the next week	IIQA was successfully submitted to NAAC in the second week of February
SSR	Discussion was held on the preparation of SSR with different criteria members	Review has been taken from each criterion and it was decided to submit the SSR to NAAC in the month of April
Sports Day	Discussion was held on the preparation of upcoming sports day. It was proposed to be held on 15-16 Feb 2019	Sports day was held successfully on 15-16 February 2019 with different sports like Volley ball, Badminton, Table Tennis, Kabaddi, Tug of war, and athletics events
Annual Day	It was proposed to celebrate annual day on 28-29 March 2019 and preparation for the same was discussed and the cultural program was assigned to cultural cell members	Proposed date was approved and different committees were formed for the smooth conduction of annual day and were successfully held in the proposed dates.
NPTEL Courses	Notification of exams of different courses under NPTEL local chapter was discussed	Exam forms were filled in by faculties and students
Installation of CCTV	Review was taken on the installation process of new CCTV cameras in the campus for such places which were not covered in earlier phases	All the laboratories were equipped with adequate number of cameras. With the new camera installation, college is now 100% secured under the surveillance of CCTV cameras
Fire fighting system	Review was taken on the process of inbuilt fire fighting system to make the campus more secure	Work is under process. The approval from the Govt. of M.P is anticipated


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Venue: Room No. 6


Date: 06/06/19

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
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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