

Career College Bhopal
Internal Quality Assurance Cell
IQAC meeting-2019-20

Venue: Room no. 6

Date: 7/9/2019

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Review on third cycle of NAAC accreditation	It was decided that we will work hard to achieve A++ in the next cycle.	Keeping in view the post NAAC recommendations each member is enthusiastic towards achieving this goal
Revised syllabus	To disseminate information regarding the revision in syllabus to the different departments	Information was disseminated and changes have been incorporated by different departments
Short-Term Certificate Program	It was decided that some new certificate programs in collaboration with authorized agencies, should be introduced	Certificate program by IGNOU has been initiated as college has been recognized as a centre.
Membership of Board of Studies and Academic Council	It was suggested that the participation should be increased	Dr Anjali Choudhary, HOD, Biotechnology Department has been appointed as member of IQAC—LNCT
Introduction of new Programs	It was suggested that some new programs like M.Sc Maths, Physics, Medical Microbiology and forensic Science etc should be introduced	Work is in progress
Guest Lecture	It was decided that industry based lectures should be incorporated in the guest lectures	Some of the departments have completed and some are planning the same
Orientation program	It was decided to conduct orientation program for first year students on 17 th September	The orientation program has been conducted successfully on 17 September
KSA	It was decided to conduct KSA for first year students to identify slow and advance learners on 21 st September 2019	KSA has been conducted successfully online by all the departments on the assigned date
Innovation and	To increase creativity in the teaching-	The methodologies suggested

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creativity in teaching learning process	learning process, it was suggested that the following methods should be incorporated: 1) More ICT based lectures should be planned 2) More emphasis should be given on ERP 3) More students should be registered on SWAYAM/ NPTEL online refresher courses 4) For collaborative learning MOU should be signed with other colleges 5) Teaching planner should be improvised as per the revised syllabus	for teaching have been incorporated by most of the teachers. A notice regarding the updation of teaching planner has been circulated
Internal evaluation process and reforms	It was decided that mode of CCE should be reformed	CCE modes have been revised by all the departments and CCE has been conducted successfully during 4 th - 12 th November 2019
Proposal for Research Projects	It was suggested to motivate faculty members to increase the number of research proposals	Six research projects under the UGC Stride scheme have been submitted by the college and more are under preparation
Workshops/Seminar on IPR	It was decided that workshop/seminar on IPR should be organized by each department	Department of Chemistry organized a workshop on IPR in collaboration with MPCST on 13 th September 2019 and others are planning the same
Workshop/ seminar for students	It was suggested that every department should organize workshop/seminar for students and the quality and number of these programs must be improved. It was also suggested that industry based workshops should be organized.	Some of the departments have completed and some are planning
Review of progress of International Conference	A discussion was held regarding the upcoming International Conference to be organized by the Department of Biotechnology and Zoology	5 speakers from India have given their confirmation and communication is going on with international speakers
Extension linkages/MOU's	Following decisions were taken during the meeting- a) Linkages/MOU'S should be improved and functional b) We must try to establish	The suggestions have been incorporated by all the departments and they are planning accordingly

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	Linkages/MOU'S with other Universities and Foreign bodies	
Annual Book Purchasing	Books requirement list from each department was discussed during the meeting and it was decided to purchase the books at the earliest. It was also suggested to organize a book fair for the students, inside the college premises	All the required books have been purchased and a two day book fair has been organized on 30 th September 2019
Annual Chemical and instrument Purchasing	Requirement list from each department was discussed and approved by IQAC	Management approved the purchase and all the submitted requirements have been fulfilled
Expansion of infrastructure	It was suggested to expand the infrastructure, specially class rooms and laboratories	Expansion plan has been approved by the management and is under execution
Institutional Scholarship provision	It was decided that Institutional Scholarship scheme must be revised so that more and more students are benefitted from that	The institutional scholarship has been revised in the light of suggestions
Fresher Party	It was decided that different dates will be allotted by the Principal to all the departments for the smooth conduct of freshers' party	Freshers' party of all the departments have been conducted successfully in the third week of September on the allotted dates
Youth festival	It was decided that cultural cell will form a committee for the smooth conduct of the youth festival	Youth festival has been conducted successfully under the coordination of well formed committee. College got second position in group song western and third position in solo song western competition
Online AQAR 2018-19 preparation	Plan to finalize AQAR for the year 2018-19	Work is distributed accordingly amongst criteria members
NIRF preparation	Check the notification and format for the same	NIRF data has been submitted successfully
IQAC Seminar	It was decided to conduct an IQAC	Work is distributed

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	sponsored seminar/conference in the month of April	accordingly amongst IQAC members
Professional development and administrative training	It was suggested to motivate members of the faculty for online FDP programs	Many faculty members have registered for the same
Performance appraisal system	It was decided that performance appraisal system for the session 2018-19 should be filled by faculty members	It has been filled by each faculty member
Gender sensitivity	It was suggested that regular gynecologic consultation should be provided for girl students	Concerned faculty is planning for the same
Alternative energy initiative	It was suggested to initiate programs like workshops and guest lectures to create awareness in the society	Department of computer science conducted a workshop on "construction of solar lamp" in association with MANIT on 2 nd October 2019
Waste management	It was suggested to organize a seminar to create awareness on E waste hazards, management and disposal	Department of Chemistry and Computer Science in association with RLG India, MEITY, Govt. of India organized a seminar on "E-waste: Challenges, Strategies and Management" on 2 nd December 2019

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Career College Bhopal
Internal Quality Assurance Cell
IQAC meeting-2019-20

Venue: Room no. 6

Date: 30/11/2019

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Review of progress of International Conference	First flyer of upcoming International Conference to be organized by the Department of Biotechnology and Zoology was discussed during the meeting. It was appreciated by all and members suggested that final brochure should be circulated as soon as possible.	Final brochure has been circulated.
UGC Paramarsh Scheme	Scheme was discussed during the meeting. It was discussed to plan a strategy for the smooth implementation of Paramarsh Scheme	Strategy has been planned to mentor the mentee colleges.
Learning outcomes of courses/papers	Following decisions were taken during the meeting: 1) Learning outcomes and objectives of the paper should be well disseminated among students and these should be uploaded on website also. 2) Software should be developed for the analysis of program outcomes.	Learning outcomes and objectives have been uploaded and well disseminated among students. Software development work is in progress.
SSRU reforms	Following decisions were taken during the meeting: 1) SSRU should be incorporated to ERP 2) It should be applied to non teaching staff also 3) SSRU parameters should be reformed as per the NAAC guidelines of student survey	All the suggestions have been incorporated by the SSRU cell
IQAC Seminar	It was decided that IQAC seminar will be organised under the Paramarsh Scheme (University Grants Commission and Department of Higher Education., Govt. of M. P)	National Conference on "Innovations, Distinctiveness & Best Practices in Curricular Aspects" has been planned for 7 th -8 th February 2020
Extension of	It was discussed that some new and especially International MOUs must	Two International and one National MOU has been signed by the College

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linkages/MOU's	be signed and functionalized	<ul style="list-style-type: none"> • Department of Chemistry signed an MOU with German Homotherapie Association • Department of Commerce and management signed MOU with Institute of Company Secretary of India, Bhopal Chapter and also with ASEZ, an International Organization (South Korea) for youth for social services
Study Centre for IGNOU	It was discussed that coordinators should check the status of IGNOU study centre	College has been approved as study centre by IGNOU
Training and Placement	During the meeting it was discussed that different training programmes must be organized as per the diverse needs of the students	<ul style="list-style-type: none"> • Comprehensive Training Programme has been organized for UG I and II year students from 27th -30th Nov 2019 • Special Training Programs for Jaro Education, TCS and for Godrej company have been organized successfully
Monitoring of students qualifying in various competitive examination	Students who qualify the competitive exams should be rewarded by the College	Proposal regarding the same has been sent to the management for further approval

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20/01/20

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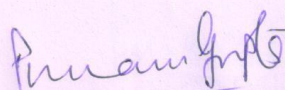
Career College Bhopal
Internal Quality Assurance Cell
IQAC meeting-2019-20

Venue: Room no. 6

Date: 30/1/2020

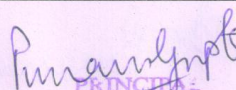
Following are the minutes of the meeting

Agenda	Minutes	Action Taken Report
Revised NAAC Manual	Revised NAAC manual was discussed during the meeting. It was suggested to each criteria head and co head to conduct independent meeting with their team members so that revised manual can be explained to everyone.	Revised NAAC manual has been discussed with members by each criteria head and co head.
Autonomous status for the College	Opinions were sought about college autonomy during the meeting and it was decided to submit the proposal to university before 15 th February. It was also suggested to start some new courses in the coming session.	Proposal for autonomous status and new courses have been submitted to the university.
International Conference	The preparation of International conference was discussed and it was suggested to form a committee for the smooth conduct of the conference.	International Conference on "Environmental Pollution and Health Management EPHM-2020" organized by department of Biotechnology, Biochemistry and Zoology has been conducted successfully on 28 th -29 th Feb with 500 participants.
Study Centre for IGNOU	Discussions were made on IGNOU orientation program and it was advised to register at least 200 students for this program, especially after identifying SC/ST students for registration.	The college has been given 8 courses from IGNOU and as per the decision taken in the meeting, 214 students have been enrolled in different courses of IGNOU. Online counseling sessions for different courses have been started.
IQAC Conference	It was decided that all mentee colleges will be motivated to attend the IQAC conference, which is going to be organized under the Paramarsh Scheme (University	National Conference on "Innovations, Distinctiveness & Best Practices in Curricular Aspects has been conducted successfully on 7 th -8 th February 2020 with the

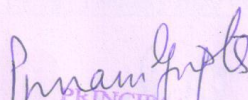


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	Grant Commission and Department of Higher Education. Govt. of M. P).	presence of all the mentee colleges and other delegates.
Sports Day	It was decided by the mutual consent of all, that sports day 2020 will be organized on 14 th -15 th February. It was decided that notice regarding this should be issued within coming two days.	Sports day has been successfully organized on 14 th -15 th February, 2020 with various sports like Volley ball, Badminton, Table Tennis, Kabaddi, Tug of war and a variety of athletics events
Annual Day	It was proposed to celebrate annual day on 20 th -22 nd February 2020. Planning of the same was discussed and the cultural program was assigned to cultural cell members.	Different committees were formed for the smooth conduct of annual day and the annual day was successfully conducted on the proposed dates with a number of competitions and food fair for students.
CCE	During the meeting it was decided that CCE for UG classes will be held in the first week of March.	Most of the departments have completed their CCE exams.
Seminar for students	During the meeting an observation was made after discussion that most of the departments have organized seminars for students. The remaining departments were advised to organize seminars for students at the earliest.	Seminars for students have been completed by all the departments.
Training and Placement	Discussion was held for the preparation of the upcoming mega job fair to be held in the first week of March. T&P cell was advised to organize more industry- based trainings for students and conduct motivational lectures with psychologist Priya Sonpar during the training programs of students. Training and Placement cell was advised to register with Internshala for availing the paid internship.	All the suggestions have been incorporated by T & P cell and mega job fair was conducted successfully on 6 th March 2020. About 46 companies visited during the job fair and 1800 students participated in this fair. 386 students have been shortlisted by different reputed companies.


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Entrepreneur Development Cell	It was decided to form an Entrepreneur Development Cell.	The cell has been formed.
Preparation for research centre inspection to be completed	It was advised that Botany lab needs to be extended and books, journals and equipments needs to be purchased as per the requirement.	The work was accomplished and inspection took place in the last week of February 2020.
Educational Tour	Discussions were made on the educational tour scheduled by the department of biotechnology and biochemistry. It was advised to schedule the practical exams in accordance.	Educational tour to Chandigarh has been organized successfully in the first week of March with 50 students.
AQAR	Preparation of AQAR was discussed with different criteria members and it was decided to submit the AQAR to NAAC as soon as possible.	Submission of AQAR has been delayed on account of lockdown and extension of date by NAAC
Alumni meet	It was decided during the meeting that alumni meet for this session will be held during the first week of April. It was advised to create an alumni corner in the college website and to register for Alumni Association at the earliest.	Suggestions have been incorporated by Alumni cell. The process of formation of alumni association has been started. We got the consent of five alumni for the registration process but alumni meeting has been cancelled due to covid-19.
Status of ERP software	It was advised to include fee management system through ERP from the coming session and to improve the college website.	All the suggestions have been incorporated and the updating of website and software work has been almost completed.
Admission Planning for 2020-21	It was suggested to focus on digital marketing for the admission process of the coming session.	Admission cell started working according to the suggestions and directions issued by the management.
50 years completion of Career College	It was decided by the mutual consent of all the members of IQAC that the function will be organized with great enthusiasm on our founders' day with some meaningful social work.	Celebration has been cancelled due to Covid-19


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Career College, Bhopal
Internal Quality Assurance Cell
IQAC meeting-2019-20

Venue: Room No. 6

Date: 06/06/2020

Following are the minutes of the meeting

Agenda	Minutes	Action Taken Report
Review of the academic year 2019-20	Discussion was held to review the activities of college in the academic year 2019-20, it was decided that all the departments will be asked to submit their activity reports to the IQAC	Different departments have been asked to submit their activity reports to the IQAC Cell in the prescribed format
Online classes	During discussion, it was advised to start online classes for different UG and PG courses from the first week of July.	Online classes for different UG and PG courses have commenced from 6 th July 2020.
Virtual International conference	The preparation of first Virtual International conference was discussed and it was suggested to form a committee for the smooth conduct of the conference on June 17-18, 2020.	First virtual International Conference on "Emerging Trends in Online Education and Global Challenges on Higher Education Framework post COVID-19" was successfully organized by Department of Computer Science on 17 th -18 th June with 800+ participants.
Planning for the academic session 2020-21	<ul style="list-style-type: none">• Planning for the academic session 2020-21 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 advised by the members of IQAC to facilitate students with bus service from the coming session	<ul style="list-style-type: none">• Academic planner and time table were prepared in ERP software• The management has decided to start bus facility as per the advice of IQAC.

Punam Singh

Annual self-assessment for the performance-based appraisal system	It was advised that all the faculty members must fill their self-assessment for the academic year 2019-20.	Annual self-assessment for the academic year 2019-20 has been submitted by most of the faculty members.
Environmental Consciousness and Sustainability	It was advised to Install Solar panel and Biogas plant inside the campus to conserve more energy	Communication is under process for the same.
Video lectures of the faculty members	It was decided during the meeting that we must record the video lectures of the faculty members with the help of some professional experts to facilitate e-delivery	Faculty members have been advised to prepare the content for their video lectures and communication is going on with Aaradhya studio for recording the lectures of faculty members
Placement strategy during COVID period	With mutual consent, all decided that Training & Placement Cell should organize online campus placement to continue recruitment progress.	Training & Placement Cell is continuously engaged in organizing various placement drives with various companies and many students got placed.
Mental support to students during COVID period	It was advised to develop a new tab on institute website to support mental and emotional wellbeing of students	A new website tab titled, "Samvedna" has been developed to support students during covid-19 period and fight different types of stress.
Website up-dation	It was advised to update the current website of the institution to make it more user-friendly.	The process of up-dation is up-to-the mark and new website will be launched soon.
Certificate Courses	Discussion was made to take the benefit of courses from Coursera by members of the faculty and to motivate students for the same.	Most of the faculty members have enrolled for courses on Coursera, many have completed their courses. Some of the students have also completed certificate courses on Coursera.

Punam Gupta

Online exam module	It was advised to purchase online exam software and proceed for online exam module design.	The software has been purchased and design questions paper have been fed.
Composition of IQAC	It was suggested during the meeting that Composition of IQAC should be revised from the coming session.	Composition will be revised very soon. Management is working upon it..
Lockdown Work-from-home protocol Bulk purchase of laptops	It was advised to provide laptops to faculty members on concessional rates to facilitate smooth work-from home during lock down.	Management has purchased bulk laptops and distributed among faculty members on concessional rates.
Safety protocol for return-to-campus	It was discussed to take measures to ensure safety of entire staff members after unlock.	Regulatory safety measures have been issued. Foot- operated sanitization machines have been installed at various points in the campus. The authorities ensure no entry without mask and regular sanitization of entire campus.
Mobile phone connectivity inside the campus	To enhance mobile connectivity, installation of boosters was advised.	Boosters have been installed.

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