

Career College Bhopal**Session 2020-21****IQAC Meeting Minutes**

The fourth online meeting of the Internal Quality Assurance Cell for the academic year 2020-21 was held on 17/06/21 at 11.00 am. Mrs. Swarna Sinha IQAC coordinator welcomed the chairperson of the meeting, Dr. Charanjit Kaur, Principal Career College, Bhopal and all the members of IQAC. The following agenda were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks to the chair.

S. No.	Agenda	Minutes	Action Taken
1	Review of previous IQAC meeting held on 20/4/21	The minutes of previous meeting was read by chairperson Dr. Charanjit Kaur. As per the minutes action taken report is briefly discussed.	
2	Stakeholder's Feedback and analysis	Every year online feedbacks related to curriculum and other aspects are taken. All the stakeholders feedback forms (Alumni, Faculty, Students, Teachers and Employers) are uploaded on website.	Process of taking feedbacks is going on. Analysis of feedbacks will be completed by 30th June 21.
3	UG-PG Time Table for the session 21-22	Discussed during the meeting that Time tables for the new session have to be prepared	IQAC instructed all the departments to submit Time tables by 30 June 2021
4	New Programs	Discussion held on new programs to be introduced.	Four new programmes – MSc Maths , MSc Physics and B.Com Foreign Trade and BA are going to be started from session 2021-22.
5	Inclusion of online examination in ERP	Initiate the work on inclusion of online examination in ERP	The work on inclusion of online examination in ERP was initiated and it will be conducted from the session 2021-2022.
6	Renewal of Microsoft Teams	The college renews its Microsoft Edu-cloud subscription every year.	The Microsoft Edu-cloud subscription for the session 2021-22 is renewed on 26-06-21
7	Virtual Parent Teacher Meet	There was a suggestion for conducting a Virtual Parent Teacher Meet during hard time of Pandemic.	The process in this direction was initiated.
8	Online Student Satisfaction Survey	Due to pandemic, it was suggested during the meeting to conduct online Student Satisfaction Survey through ERP	The process in this direction was initiated. By July second week the Survey work will be completed
9	Admission 2021-22	The MoU with NoPaperForm was signed for CRM. CRM back-end preparation was initiated. CRM training for group institutions has been started Social media and Print media promotion initiated.	The data for backend preparation was provided to the CRM team Social media and print media promotion was started

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10	Academic Calendar	The Department Heads are requested to submit Academic Calendar for the session 2021-22	All the Department Heads are expected to submit the Academic calendar by 10th July 2021.
11	Library status	It is decided that New books and journals have to purchased as per the requirement of new programs in MSc Physics, MSc Maths and Bcom Foreign trade Remote Access of e resources completed	List of books and journals to be submitted to IQAC by 30th July
12	Resource requirement for the session 21-22	Purchase of new instrumentation for labs. Purchase of Reference books for research centre.	Departments have to submit their requirements for the new session 21-22 to IQAC
13	AQAR 2019-20 Submission	AQAR 2019-20 is ready and will be uploaded till August 2021 as per NAAC guidelines.	AQAR 2019-20 submitted on 16-08-21
14	Internal and External Academic Audits.	It was briefed that internal audit for the session 2020-21 will be planned by the respective departmental HODs in consultation with IQAC and will be initiated soon.	Criteria wise internal academic audit was systematically conducted in the month of December.
15	Faculty Development Program	Shri. Ramandeep Singh suggested planning of FDPs to be implemented as per current scenarios need. Number of FDPs to be strengthened.	FDPs related to current scenario was conducted. FDPs need to be strengthen and to be planned as per the suggestion with the consent of departmental heads and respected Principal mam.
16	Collaborative Activities	It was suggested to conduct collaborative quality initiatives with other institutions.	As per suggestion the action plan was initiated.
17	Self-Appraisal 20-21	It was discussed in the meeting that the staff members need to initiate the process of self appraisal form through ERP software.	The task was done as per the discussion.
18	National Webinar 20-21 on Quality	Discussed all the preparations for National webinar on Quality Initiatives in Higher Education in Teaching and Learning, Innovation, Research and Outcome based programs going to be organised on 26th June 2021 in collaboration with Higher Education M.P	IQAC reviewed all the preparations and suggested meeting every day for the smooth conduction of the webinar

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19	NAAC sponsored National Workshop 21-22	IQAC proposes to organize the NAAC sponsored 7-day Virtual National Workshop on NAAC revised guidelines: A paradigm shift in quality initiatives from 26th July to 1st Aug 2021	Suggestion are invited from all the criteria heads on the same.
20	Progress in Paramarsh	As per the instructions of respected Principal ma'am Criteria heads and Co-heads were assigned to the mentee colleges for guiding them to fill the SSR.	Three mentee college have submitted their SSR.
21	Safety protocols for Staff and Students	Wherever there is gathering of people (e.g. admissions) we have made arrangement so that people will maintain the social distancing and keep their hands sanitized. It is observed that all are following the instructions of wearing the masks, sanitization of hands, measurement of body temperature and social distancing in the college campus in adherence of Covid-19 guidelines of the Government	We have made a Covid-19 whatsapp group for extending help in this of adversity. Banner for awareness of covid-19 vaccine has been framed and circulated on social media. Near about 90% student and faculty members have been vaccinated. IQAC will ensure to take all the necessary safety precautions for COVID 19 pandemic situation.
22	Renewal of E-waste MoU	Discussed in the meeting that it is in process.	Renewal procedure of e-waste MoU has been done with Unique Eco recycle lab, Indore on 8/7/ 2021.
23	E-waste disposal	Discussion was held on to e- waste collection from all the departments.	As an annual practice the e-waste collection has been done and very soon it will be disposed off to the concerned disposal unit.
24	Energy Audit	External member suggested for energy audit from this session	Audit has been done by Madhya Pradesh Urja Vikash Nigam Limited.
25	Best practices of 20-21	With the mutual consent of every member the two best practices of the session 2020-21 decided.	Microsoft Teams and Seed ball distribution.

Dr. Charanjit Kaur
Chairperson IQAC

Dr. Anjali Choudhary
Directro IQAC

Dr. Swarnangini Sinha
Coordinator IQAC

Career College Bhopal
Session 2020-21
IQAC Meeting Minutes

The third online meeting of the Internal Quality Assurance Cell for the academic year 2020-21 was held on **20/04/21** at **11.00 am**. Mrs. Swarna Sinha IQAC coordinator welcomed the chairperson of the meeting, Dr. Charanjit Kaur, Principal Career College, Bhopal and all the members of IQAC. The following agenda were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks to the chair.

S.No.	Agenda	Discussion	Action Taken
1	Review of previous IQAC meeting held on 20/1/21	The minutes of previous meeting was read by chairperson Dr. Charanjit Kaur. As per the minutes action taken report is briefly discussed. She informed about the proposed webinar by IQAC.	IQAC webinar is planned in the month of June 2021 under UGC paramarsh scheme
2	Short Term Certificate Courses	In the session 2020-21, 14 Courses from HBS, 12 short term certificate courses from Deakin Co. Deakin University, 03 from Godaddy Academy, 01 from Bajaj Finserv, 03 Certificate Courses and 02 Diploma Courses from UGC-NSQF and 01 from YSBC were introduced. Some Depts also took initiative and offered certificate courses in collaboration with external agencies. To name a few Short Term Certificate Course on Formulation of Herbal Products, PAN Card, ITR, GST and Hardware and Networking etc were started.	A total of 21 faculties have completed courses from HBS. IQAC communicated to departments to complete all the certificate courses within the stipulated time.
3	Value added	Total of 22 Value Added Courses have been completed till date with joint effort of all team members.	IQAC initiated for the preparation of filing documents on the same.
4	Remedial Classes	The faculty members have been suggested to take online remedial classes	The faculty members have successfully conducted online remedial classes for the session 2020-2021
5	Course completion status	The faculty members have been advised to complete their syllabus through online classes before the due dates	The faculty members have completed the syllabi of their assigned subjects and completion status was notified to the respective HODs

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6	Review of PhD status department wise	A review of PhD status is indicated against the respective departments Computer Science-12 Life Science-19, Commerce and Management-06, Paramedical Sciences-01, Library and Information Science-01	The remaining faculty members are either in the process of submission of thesis or pursuing research leading to PhD degree
7	Admission of Foreign students	Career college being the NAAC accredited institution with A+ grading has the opportunity to admit students from SAARC and Non SAARC countries on the portal of Study in India, a project of Govt of India.	The first phase of students' enquiry through the portal of SII was conducted successfully. Further process of admission will be initiated as per the guidelines given by SII
8	Activities related to Student Entrepreneurship	As suggested by external expert college should provide platform students where they can share their innovative ideas. The college IIC should have a mechanism to showcase the products designed by the student community.	IQAC, IIC Career College and Department of Biotechnology and Biochemistry is going to organise Ideathon 1.0 Mind to market competition for students on 28 June 2021. A Sociothon is also planned.
9	Research Centre	Discussed in the meeting that newly recognised research centres i.e. Dept. of Computer Science and Commerce have to formulate the policy for PhD scholars	Research guides of Dept. of Computer Science and Commerce are instructed to submit the policy document by 15th July 2021.
10	Research Projects	As suggested by the external expert that college should involve students in live projects. They have also opined that teachers should be encouraged to submit more project proposals.	It was resolved that the research committee of the college should disseminate information related to research projects to the faculty community.
11	Research webinars	Discussed to promote research aptitude. Total of 5 departments have conducted webinars on the same for students.	As suggested by IQAC, other departments have to come up with proposals for more research-based webinars.
12	IPR	Discussed in the meeting that IPR Cell and IIC have organized webinars and workshops on Patenting and copyright. A total of 8 activities were conducted on IPR.	Departments are instructed to submit activity report for IIC to IQAC by 30th June 2021
13	E-Yuva Centre- BIRAC	Announced in the meeting that College get the approval of E-yuva centre by BIRAC	IQAC suggested to all Science departments to submit the requirements for the same
14	ISR	As directed by IQAC all the departments have completed their ISR activities. A total of 30 activities were conducted during the session.	All the departments and cells are instructed to submit the activity reports by 30th June to IQAC.

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15	Publications	Discussed that faculty members should be encouraged to publish their research in reputed journals and books.	It was resolved that the management should provide incentives to faculty members who publish their articles in Scopus/Web of Science
16	Linkages and MoUs	Discussed that as of now a total of 43 linkages has been developed in the session. And MOU is planned with Holy Cross College, Tiruchirapally.	IQAC instructed Life science department for the same.
17	Campus Maintenance	Dissucssion held on how College ensures the maintenance of all the facilities. Decided to streamline and perform regularly, including housekeeping checks, cleanliness and updation.	As the new session is going to start IQAC suggested to review all the facilities compatible for online as well as offline mode.
18	IT infrastructure status	In the IT and Computer Department, all systems are well equipped and installed with antivirus packages	Upgradation of band width is to be completed by 15th July 2021
19	Calibration of equipment	Discussed in the meeting that Calibration of equipment done internal	All HOD's are instructed for the same.
20	Financial Support from other sources (Govt. Scholarship)	Government Scholarship Scheme for the Session 2020-21 has been delayed due to pandemic. Still the form filling process continues. Total 305 students has been benefited through this scheme and the total amount sanctioned by the Government is Rs. 25,08,867/-.	Rules and Regulations of the Government will be followed.
21	Financial Support from Institution (Institutional Scholarship)	Mr. Ramandeep Singh, External Committee Member, IQAC Committee, on seeing the present scenario, he suggested that more Scholarships need to be granted.	New scholarship schemes has been added to the list of Institutional Scholarship. 1) Students those who lost their parents in Covid-19. 2) Physically disabled students. 3) Economically weaker section
22	Guidance for Competitive Exams	Decided to identify interested students and provide them guidance . 4 webinars were conducted on the same.	IQAC also instructed other departments to provide guidance for the competitive exams
23	Campus Drives	Virtual Campus drive was organized by T&P Cell. Total 48 Companies visited Students selected were 75 plus package ranged from 2.5 Lakhs - 10 Lakhs per annum	IQAC appreciated the efforts of T&P cell and ask to submit the complete report by 15th July
24	Virtual Job Fair	Virtual Job Fair has been proposed for next week i.e. from (21st - 26th of June,2021)	

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25	Virtual Internships	Under Virtual Internship : Total 25+ Companies visited Total students selected – 75 and Stipend ranged from Rs. 5000 - 18000 per month.	
26	Activities for Capacity Enhancement Skills	Personality development cell organized various activities on moral values, interpersonal skills and positive healing for students.	IQAC instructed to submit the report by 15th July
27	Alumni Meet	Alumni cell briefed about the preparation and planning of Virtual Alumni meeting which is going to be held on 27 June 2021	The IQAC has taken initiative to make register all the alumni through the social media. Also requested that all HoDs will be directed to follow up for the virtual Alumni meet.
28	Parents-Teachers Association	Parent Association recommended the college authority to establish the point of MP online and Xerox facility during admissions. Parents should also take the initiative of inviting the faculty and students to their workplace for industrial visit Parents may be encouraged to support the T&P cell of the college during campus placements.	The recommendation was implemented during the admission process. As per the departmental academic calendar the industrial visits are planned. The T&P Cell organises various campus drives in consultation with parents who are industry personnel's.
29	Faculty Development Program	Shri. Ramandeep Singh suggested to plan FDPs for faculty members. Number of FDPs to be strengthened.	FDPs related to current scenario was conducted. FDPs need to be strengthen and to be planned as per the suggestion and with the consent of departmental heads and respected Principal mam.
30	Collaborative Activities	It was suggested to conduct collaborative quality initiatives with other institutions.	As per suggestion the action plan was initiated.
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34	Progress in Paramarsh	As per the instructions of respected Principal ma'am Criteria heads and Co-heads were assigned to the mentee colleges for guiding them to fill the SSR.	Two mentee colleges are preparing their SSR.
35	Bio-gas Plant/Compost pit to be installed	Proposal has been taken from the concerned agency and submitted the management for further action. The delay in process is due to covid-19 scenario.	It is in process
36	Future planning for building ramps, corridors & railing corners along with high frequency coloring on sides and turns, Audio recording of books for visually impaired	For other facilities of disabled students, we are planning to sign MOU with ARUSHI, an NGO for disabled child.	Planned to purchase Braille software in the coming session.
37	Free Physiotherapy and Health checkup camp for local community	We conduct these activities on regular basis and this is integrated in our thought process.	Total 5 health checkup camps were organized in the nearby community
38	Awareness about Importance of Covid-19 vaccine	We have made a Covid-19 whatsapp group for extending help in this scenario of adversity. Banner for awareness of covid-19 vaccine has been framed and circulated on social media.	Near about 90% student and faculty members have been vaccinated.

Dr. Charanjit Kaur
Chairperson IQAC

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Directo IQAC

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Career College Bhopal

Session 2020-21

IQAC Meeting Minutes

The second online meeting of the Internal Quality Assurance Cell for the academic year 2020-21 was held on **20/01/21** at **11.00 am**. Mrs. Swarna Sinha IQAC coordinator welcomed the chairperson of the meeting, Dr. Charanjit Kaur, Principal Career College, Bhopal and all the members of IQAC. The following agenda were discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks to the chair.

S.No.	Agenda	Discussion	Action Taken
1	Review of previous IQAC meeting held on 23/7/20	The minutes of previous meeting was read by chairperson Dr. Charanjit Kaur. As per the minutes action taken report is briefly discussed.	IQAC seminar is planned in the month of June 2021.
2	In house Value added Courses	Discussion was held on various in-house courses conducted by different departments. The courses aim at enhancing the knowledge of the students apart from the conventional courses.	Total 6 value added courses were conducted by different departments. A few more courses were scheduled for the up coming months of February and March, 2021.
3	Student Centric Teaching Learning	The various methodologies as mentioned below are adopted by the college to make Teaching Learning student centric. Guest Lectures -11 Industrial Visits-02 Workshops-02 Online Internships were conducted by Department of Biotechnology. The college has tie up with Internshala, an online portal for providing Internships for the past 1 and 1/2 years.	The college has successfully completed internship with TCS, LG Electronics, Bajaj Finserv and Electra DS-RS More internships with Internshala, TCS and Go-Daddy are in process.
4	Faculty Upgradation and Recognition	It was brought into the notice of the forum that 30 faculty members received awards and recognition for Resource person, Guest speaker, Empanelment as a Academic Counselor, and Speaker in National Seminar.	The faculty members are motivated to upgrade their skills by enrolling in various National and International Courses.

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5	IPR, Entrepreneurship and Innovation	<p>It is discussed to undertake one webinar/workshop on IPR department wise.</p> <p>The IQAC suggested the departments to initiate more activities/competitions on innovations and start-up.</p> <p>ED cell instructed the departments to visits Atal incubation centre, FABLAB and B-NEST.</p> <p>Mr. Pradeep Ghosh sir has suggested that Entrepreneurship should be taken as short project which should be based on social work, it should include soft and life skills which helps to build team work in students.</p> <p>Mr. Pradeep Ghosh sir has also suggested to plan a visit to incubation centres.</p>	<p>Established Institution's Innovation Council in Sep 2020</p> <p>IPR cell took initiative and organized National webinar on "Patenting and Copyright in Indian Scenario" on 9th Jan 2021.</p> <p>Recently Commerce Dept. organized Webinar on "Basics Concept of IPR" on 18th Jan 2021.</p> <p>Entrepreneurship Development Cell is going to organize online FDP in association with MPCON for faculty members.</p> <p>ED Cell motivated 12 girl students for online training on Women Entrepreneurship Development Program sponsored by Ministry of Science and Technology.</p>
6	Social activities in collaboration with NCC/NSS	<p>Discussions was held on to work for the fulfillment of social responsibility by conducting various extension activities.</p> <p>Mr. Ramandeep sir has suggested for Social Audit.</p>	<p>NCC and NSS has conducted various activities like Aatm Nirbhar Bharat Abhiyan, Fit India Movement, Swatchata Pakhwada, Plantation drive and National Youth day.</p>
7	Upgrading of IT facilities	<p>Barkatullah University has accorded Department of Computer Science as a Research Centre for PhD. As per the policy of the college, the IT infrastructure is upgraded as the latest requirement</p>	<p>The requisition for the Research Lab, NSQF courses and the other upgrading of the computer system is in progress. Some computers are also identified as e-waste.</p>
8	Amendments in Institutional Scholarship Rules	<p>The college offers Meritorious Scholarship for the students based on their last year's result. Barkatullah University had conducted Open Book examination for Final year students and the results of Second and First year students were declared based on their marks in the Internal examination due to pandemic.</p> <p>As a result the maximum students fell into the category of scholarship.</p>	<p>The college is in the process of reviewing its Scholarship Policy</p>
9	Campus Placements	<p>Till date 22 campus drives have been organised and selection process is still going on.</p> <p>3 Internships drives were conducted with Internshala, TCS and Netlink.</p> <p>Training and Placement cell organized 4 comprehensive trainings for UG and PG students in the month of October.</p>	<p>Upcoming Training is planned in Feb.</p> <p>Mega job is planned in association with Department of Higher Education, M.P</p>

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10	Development Programmes for Non-teaching staff	Faculty Development Programme on "Art of Happiness" was organised on 15th Jan 2021.	Fire extinguisher training is planned for Teaching and Non-teaching staff.
11	Environment Consciousness and Conservation	<p>Various activities which have been already conducted such as Solar ambassador cum life defining webinar in collaboration with Energy Swaraj foundation, E-waste awareness campaign, Competition on Plant a Sapling and Share a Selfie (Plantation Week). Distribution of Seed Balls to Students and Arushi NGO Members Environment Audit By Niche Quality Solutions. PUC Checking of vehicles is planned in the month of Jan. Biogas plant is to be installed inside the campus. Mr. Manish Rajoria sir has suggested that Green cluster should have to take up the initiative of seed ball distribution should be in association with CPA and Ministry of Environment.</p>	Green Cluster has taken up the initiative and distributed seed balls in Mentee Institutions .

Dr. Charanjit Kaur
Chairperson IQAC

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Session 2020-21
IQAC Meeting Minutes

The first online meeting of the Internal Quality Assurance Cell for the academic year 2020-21 was held on **23/07/2020** at 11.00 am. Mrs. Swarna Sinha IQAC coordinator welcomed the chairperson of the meeting Dr. Charanjit Kaur, Principal, Career College, Bhopal and all the members of IQAC. The following agenda was discussed during the meeting and it was unanimously resolved to implement them. The meeting was adjourned after the vote of thanks to the chair.

S.No.	Agenda	Minutes	Action Taken
1	New Courses/Program	<p>Discussion was held to start certain new courses/programs under autonomy with pace of changing scenario of education. The suggestions were received to initiate the courses under NSDC Skill India Development Council</p>	<p>Approval for the following five UGC NSQF courses was received.</p> <ol style="list-style-type: none"> 1. Certified course in Web Designing 2. Certified Graphic Designer 3. Diploma course in Medicinal Plants 4. Certificate course in Office automation 5. Diploma course in Agro and Dairy processing <p>72 new courses have been finalized to be applied under NSDC Skill India Development Courses</p>
2	Admission 2020-2021	<ul style="list-style-type: none"> ● In the meeting a brief about the admission process for the session 2020-2021 was set forth. <p>It was communicated that the process is usually divided into three rounds of online registration, document verification for the under graduate and post graduate at the Government colleges of Madhya Pradesh. Followed by fees submission in each round.</p> <p>It was also told that as this year we are facing the problem of COVID -19 there have been some modifications done in the process by the Department M.P.Higher Education but in the broader sense the overall process remains the same.</p> <p>To conduct the process of admission smoothly, under the guidance of all the respected authorities various preparations are done at the college level also.</p> <ul style="list-style-type: none"> ● Shri Pradeep Ghosh said that the institute is following all the guidelines of the admission process properly. ● Shri Ramandeep Singh said that as the present working scenario has almost become digitalized and so is the case with education sector also. ● Shri Ramandeep said that the institute can look forward for tie up with schools. He said that the institute has equipped very well with all the digitalization required for online working. 	<ul style="list-style-type: none"> ● As per the guidelines issued by M. P. Higher Education for conducting Admission process in different phases inline with the guidelines laid down by Government of M.P. keeping in mind the present scenario we are also following all the protocols of Covid 19. ● CRM software was used to create the awareness amongst parents and students about the admission process. ● The college prospectus was also made available at the college website. ● The college admission form and the college fee payment system was completely made online through college website.

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3	Online Classes	In the meeting a brief about the online classes for the session 2020-2021 was discussed. It was brought into the notice of the forum that the faculty members were taking their online classes on Zoom platform during lock down also. Shri Pradeep Ghosh said that the institute should give emphasis on peer based learning.	The college has renewed its annual subscription of Microsoft Edu-cloud and switched over to the latest LMS platform called Microsoft Team offered by Microsoft
4	Online CCE	It was discussed that the Continuous Comprehensive Evaluation (CCE) should be taken regularly to assess the understanding of the students about the subjects taught in the class using online platform.	The college has purchased an online examination software from Delhi based organisation named ConductExam to facilitate the students to have hands on online exams. The training program to use the software efficiently was also organised from 11-12-20 to 16-12-20.
5	Video lectures of the faculty members	The College has developed two video recording rooms and one editing room. The video lectures have been recorded for various faculties Commerce and Management, Law, Computer Science, and Nursing. The Video Review committee has been formed to ensure quality video production. Shri Pradeep Ghosh has suggested to make disabled friendly videos. He also gave emphasis on having collaborations with existing practitioners. We follow a step-wise process for video production - Scriptwriting, Approval, Recording, Editing, Reviewing, Editing, Final Product.	The video recording topics were distributed to the faculty members and the work is in progress. A total number of 82 lectures have been recorded till date. These lectures will be uploaded on the LMS for students.
6	Webinars	Every department has to organize virtual webinars on Research, IPR and Entrepreneurship for the students.	Departments have planned and executed the webinars.
7	IPR Cell	To create awareness about IPR for faculties and students College has to constitute IPR cell.	IPR cell has been constituted on 11 Sep 2020.

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8	Start-up programs for students	<p>College observed the importance of entrepreneurship skills for students and decided to organize various training programs.</p> <p>External member Advised that to promote Entrepreneur skill and start-up ideas college has to organize various competitions and pitch sessions for the students.</p> <p>Shri Pradeep Ghosh has suggested to collaborate with the actual entrepreneurs for promoting the start-up programs than with the academicians.</p>	<p>Cell organized pitch session for the students on 28th July. In which students learned about the start-up Programs and also shared their ideas with the experts.</p>
9	International Collaborations	<p>We have signed an MOU with DeakinCo, the corporate division of Deakin University, Australia.</p> <p>DeakinCo. in association with Career College conducted a webinar, 'Be in demand, on demand for the future of work', Mr. Sanjeev Bikhchandani, Padma Shree Awardee and founder of Naukri.com was the speaker.</p> <p>We did a tie-up with Coursera, which enabled the students and members of faculty to pursue certificate courses from various foreign Universities of repute.</p> <p>Shri Pradeep Ghosh has suggested to incorporate the courses of International level should be incorporated along with the traditional courses.</p>	<p>Recently we have signed an MoU with Harvard Business School Online, soon this MOU will be activated and will provide us access to the 15 online certificate courses on a subsidized course fee.</p> <p>Students and faculties enrolled in the various certificate courses offered by coursera.</p>
10	ISR activities	<p>In the meeting IQAC has decided that every department is to conduct at least three ISR activities in the session 20-21.</p>	<p>Departments planned their ISR activities for the session 20-21 which can be conducted in the present Covid-19 situation.</p>
11	Virtual International Conference	<p>Discussion on organising the International Virtual Conference took place</p>	<p>Department of Paramedical has given the responsibility to conduct Virtual International Conference.</p>
12	UGC Paramarsh Scheme	<p>The seven Criteria Heads have conducted webinars on their respective criteria during lock down</p>	<p>The Mentee colleges have started the preparation of SSR of their respective colleges</p>
13	Facilities for disabled	<p>Collaborate with some organisations which are actively working for the specially abled people.</p>	<p>Arushi is a nonprofit organization working with and for the people with disabilities and issues related to them. Construction of toilet and washrooms for physically disabled with the help of AARUSHI)</p> <p>Toilet and washrooms for physically disabled were constructed with the help of AARUSHI</p>

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14	Internal Complain Committee (ICC)	Discussion on forming a Committee in every higher Education institution as per the directives given by UGC to bridge the gaps in the students and management regarding academic as well as co-curricular activities.	Internal Complaint Committee which was constituted under the headship of Dr. Nidhi Tripathi, Head Dept. of Biochemistry and the members from various departments.
15	Placements	<p>Regarding the placement plans the Training placement Director Dr. Vibha Thakur explained the current efforts of the cell like JOB fairs, trainings and lectures.</p> <p>Training and Placement Cell works in three domains placement, training, and internship.</p> <p>Placement - We have organized the campus placement drives for various companies like BYJU's, Bank of America, ICICI Bank, Vardhman Yarn, LIC and etc.</p> <p>Training - We conducted a four-week online training program under the initiative 'TrainingShala -Road to success'.</p> <p>Internship - The Cell has conducted internship drives for various companies of repute and also did a tie-up with Internshala to provide vast internship opportunities to students.</p> <p>Shri Pradeep Ghosh has suggested to inculcate the personality traits of Team work, Team building and Leadership quality during student training programs in order to help them to sustain in the organisation where they are placed.</p>	<p>Virtual Internship in process</p> <p>Virtual job Fair in process</p>
16	Delegation of responsibilities	Initiate the process of delegating the responsibilities to different staff members to achieve inclusion of more staff members in the process of governance.	The Management has created different posts and designations to delegate the responsibilities
17	AQAR 2018-19	AQAR 18-19 was in the processes of compilation. IQAC has compiled the data from all the Criteria Heads.	AQAR 18-19 was submitted to NAAC successfully on 03-11-20.
18	IQAC Webinar/Workshop	<p>In the meeting details on total number of workshops conducted for the mentee colleges was discussed.</p> <p>A detail description on workshop's title, name of the criteria, designated resource persons and the date on which the workshops was conducted were discussed.</p> <p>In the same manner, the webinar conducted under the head IQAC was discussed.</p>	The Departments were instructed to prepare a plan for the session 20-21 for conducting workshops and IQAC was instructed to schedule Webinars

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19	Internal Academic Audit	<p>In the meeting a date for Internal audit was proposed by the IQAC It was briefed that internal audit for the session 2019-20 will be planned by the respective departmental HODs in consultation with IQAC and will be initiated soon.</p> <p>Shri. Pradeep Ghosh appreciated the way institute has conducted all the workshops and its plan for the proposed virtual conference.</p> <p>Shri. Pradeep Ghosh and Shri. Ramandeep Singh praised the approach college has conducted academic audit by the external expert on institute's various parameters and received its excellence.</p>	<p>IQAC has successfully conducted the Internal Academic Audit from 11-1-21 to 18-1-21. The date for External Academic Audit was also proposed.</p>
20	FDPs for Teaching and Non-teaching Staff	<p>An elaborate discussion on the FDP's conducted by the college during lockdown has taken place</p> <p>A detailed note on the title, name of the resource person, date on which the FDP was conducted and its outcome was discussed. In addition to this, future plans related to FDP's were shared.</p> <p>Shri. Pradeep Ghosh mentioned that he liked the proposed FDPs title "How to handle aggressive students" and wishes to be a part of this FDP.</p> <p>Shri. Ramandeep Singh suggested planning of FDPs to be implemented as per current scenarios need.</p>	<p>Interpersonal Skills: Unlock your success by Department of Chemistry on 24-8-2020</p> <p>Positive Healing by PADC Cell on 29-08-2020</p> <p>Boost your immunity against Pandemic by Department of Chemistry on 5-9-2020</p> <p>Simulation as a Teaching Tool by Career School of Nursing on 12-09-2020</p> <p>Early Childhood Education and Care in the context of New Education Policy on 18-09-2020</p> <p>Organ Donation and Transplant by Career School of Nursing on 22-09-2020</p> <p>Role of youth in attaining Atmanirbhar Bharat in Energy by Energy Swaraj Foundation on 2-10-2020</p> <p>Environmental Impact Assessment and Management plan by Department of Botany on 3-10-2020</p> <p>Be in demand, on demand for the future of work by Founder of Naukari .com on 21-11-2020</p> <p>Introduction to Carbon Markets by Enking International on 26-11-2020</p>

S.No.	Agenda	Minutes	Action Taken
21	Environmental Consciousness and Sustainability	Discussion was held on various aspects were suggested- To distribute 1 lakh seed balls in the coming years. To conduct environmental audit for the year 2019-20 To start energy audit from this session	More than 5000 seed balls have been distributed to many students and different NGO's. Environmental audit has been conducted for the session 2019-20 by NICHE quality solution. The Green Cluster Cell of the college is working to conduct energy audit from the present academic session. Different departments were informed about the same and a webinar on Carbon Marketing has been conducted on 26/11/2020 In collaboration with Enking International.
22	Installation of Solar Panel	Installation status of Solar Panel has been discussed.	Installation process of Solar Panel of 50KW power capacity has been completed

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