



Internal Quality Assurance Cell

Session 2021-2022

// Notice //

Date: 10/09/2021

This is to inform all the members of IQAC that an First online meeting of the session will be held on 18/09/2021 at 11:30a.m. through Zoom platform. Following Agendas are to be discussed in the proposed meeting of IQAC.

Criteria I

1. New Short Term Certificate Courses as per NEP-2020
2. Stakeholder's Feedback and analysis
3. UG-PG Time Table for the session 21-22
4. Institution Preparedness for NEP-2020

Criteria II

1. Online Student Satisfaction Survey
2. Review of PhD Guide and Research Scholar status department wise
3. Admission Analysis 21-22
4. Preparation of Academic Calendar 21-22
5. Admission of Foreign students

Criteria III

1. Planning of activities related to Student Entrepreneurship, Research methodology and IPR
2. Research Centre and Projects
3. E-Yuva Centre- BIRAC
4. Status of Publications
5. Strategies for Linkages and MoUs

Criteria IV

1. Campus Maintenance and Physical facilities
2. Resource requirement for the session 21-22



Criteria V


1. Financial Support from other sources (Govt. Scholarship)
2. Financial Support from Institution (Institutional Scholarship)
3. Strategies for Capacity Enhancement Skills

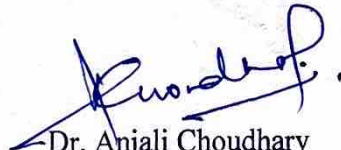
Criteria VI


1. Internal and External Academic Audits.
2. Planning for Faculty Development Program and Collaborative Activities
3. National Workshop 21-22
4. Progress in Paramarsh

Criteria VII

1. Future planning for building ramps, corridors & railing corners along with high frequency coloring on sides and turns, Audio recording of books for visually impaired Braille software
2. Awareness about Importance of Covid-19 vaccine
3. Environment/Green/Energy Audit
4. Best practices of 20-21


D₂ Ms. Swarna Sinha
Co-ordinator, IQAC


Dr. Anjali Choudhary
Director, IQAC


Dr. Charanjit Kaur
Principal

PRINCIPAL
Career College
Govindpura, Bhopal

Career College Bhopal
Session 2021-22
IQAC Meeting Minutes

The 1st online meeting of the Internal Quality Assurance Cell for the academic year 2021-22 was held on 18/09/21 at 11.00 am. Dr. Anjali Choudhary IQAC Director 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 17/6/21	The minutes of previous meeting was read by chairperson Dr. Charanjit Kaur.	As per the minutes action taken report is briefly discussed.
2	New Short Term Certificate Courses as per NEP-2020	Syllabus and the framework of NEP were discussed. A nodal officer to be appointed. As per NEP new certificate courses were discussed.	Regular interaction of the college with the state level NEP cell was ensured. Workshops with experts were organized for Faculty to clarify their doubts about the NEP-2020
3	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 completed. Analysis of feedbacks will be completed by 30th Sep 21.
4	UG-PG Time Table for the session 21-22	Discussed during the meeting that Time tables for the new session have to be revised as per NEP	IQAC chairperson instructed all the departments to review and revise the time tables as per NEP and submit Time tables by 30 Sep 2021
5	Institution Preparedness for NEP-2020	HoDs have been requested to submit a detailed academic plan in terms of unit test, slip test, Special lectures, invited talks, conferences, Industrial visits, Internships etc. for the ensuing odd semester. It was decided that more Guest lectures have to be organized in association with various industries which should eventually lead to MoU's for Internships and projects for students.	The preparedness of the institute regarding implementation of National Education Policy (NEP2020) was reported.
6	Online Student Satisfaction Survey	Dr. Swarna Sinha informed that SSRU for the session was completed and its analysis is going on. External member Shri Pradeep Ghosh suggested that their should be a mechanism to improve the quality.	SSRU Head is requested to complete the analysis by the end of Sep 2021.
7	Review of PhD Guide and Research Scholar status department wise .	Dr. Anjali Choudhary highlighted the present status of PhD guides and research scholar registered under them. Shri Manish Rajoriya suggested that every eligible faculty should apply for the research guide.	All the HoDs are requested to follow up and make a list of eligible candidates.

S. No.	Agenda	Minutes	Action Taken
8	Admission Analysis 21-22	Dr. Swarna Sinha briefed the status of admitted students till date and also discussed the strategies to analyse the data so that cell can focus on the next year admissions.	Cell head is instructed to submit the analysis report by 30 Sep with the proposed planning.
9	Preparation of Academic Calendar 21-22	As discussed in the previous meeting The Department Heads are requested to submit revised Academic Calendar for the session 2021-22	All the Department Heads are expected to submit the Academic calendar by 20th Sep 2021.
10	Admission of Foreign students	Dr. Swarna Sinha informed that Career College is now a Partner institute in Study in India Programme to promote foreign admissions. Shri Pradeep Jain suggested to make a proper guideline for the foreign students.	Chairperson requested all the HODs to make a guideline as per their subject requirements.
11	Planning of activities related to Student Entrepreneurship, Research methodology and IPR	It is discussed that on the grounds of activities conducted in AY 2020-21, similar activities can be planned in AY 2022-23.	Awareness programme on Entrepreneurship, Innovation and Startups were organized for the students, faculties and research scholars to promote start up culture in the Institution.
12	Research Centre and Projects	It was discussed that the institute needs to strengthen the R&D activities. One research project is submitted under the PACE scheme . Dept. of Botany applied for research centre. External member suggested to work on fix a domain and to take live projects.	As per the suggestion, it was decided to engage students in minor research projects in the current session. A total of 8 teams have completed their projects successfully.
13	E-Yuva Centre- BIRAC	Informed all the members that BIRAC E-yuva centre is established in Career College to promote entrepreneurship and startup culture from graduating students. The activities currently are on-going and the progress is satisfactory.	Apart from this, the focus is also required on Industry-Institute Interaction, Internship, Industry Projects and Placements. The review would be taken at regular intervals.
14	Status of Publications	It was suggested that all faculty members should publish at least two papers in the year (UGC listed/Scopus/Web of science).	All the HoDs are requested to follow up.
15	Strategies for Linkages and MoUs	Dr. Anjali Choudhary briefed about the strategies for strengthening the research and development cell keeping in mind the NAAC guidelines for linkages and MOUs.	All departments were instructed to prepare a list of industries with potential for linkages
16	Campus Maintenance and Physical facilities	Dr. Anamika Dubey discussed about the requirement of smart classrooms and laptops for the smooth conduction of online classes.	The consolidated list of requirements for face lifting of Institution's infrastructure and IT infrastructure was submitted to governing body by IQAC.

S. No.	Agenda	Minutes	Action Taken
17	Resource requirement for the session 21-22	Criteria 4 Head discussed about the Purchase of new instrumentation for labs. Purchase of Reference books for research centre and library as per the requirement.	Departments have to submit their requirements for the new session 21-22 to IQAC
18	Financial Support from other sources (Govt. Scholarship)	It was discussed in the meeting that the students will apply for various Govt. scholarship schemes and the data would be retrieved from the Govt. Portal	Students had applied for govt. scholarships. But the data from the portal could not be retrieved.
19	Financial Support from Institution (Institutional Scholarship)	Looking into the Covid pandemic the college had decided to support the students who had lost their parents during the Pandemic.	New scholarship scheme for Covid affected students was implemented effectively to support these students financially.
20	Strategies for Capacity Enhancement Skills	Discussed various Online Capacity Enhancement Skills like Yoga, ICT, soft skills etc.	Every department ensured capacity enhancement skills like Yoga, Mental health, National international certification sfrom reputed organizations.
21	Internal and External Academic Audits.	Dr. Anita K discussed the process to conduct internal and external academic audits. She briefed that first we will plan internal audit in yhe month of November and then for external audit.	Chairperson instructed Director and coordinatoꝛ to formulate the timeline for the internal audit.
22	Planning for Faculty Development Program and Collaborative Activities	Shri. Ramandeep Singh suggested planning of FDPs to be implemented as per current stenarios 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.
23	National Workshop 21-22	Dr. Swarna Sinha updated that IQAC successfully organized 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	A review meeting has been conducted after the completion of the workshop and Suggestions are submitted to chaiperson on the same.
24	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.
25	Future planning for building ramps	Criteria 7 head Dr. Suparna Ghosh discussed improving the ramp facility for disabled students. Mr. Manish Rajoriya suggested to find out the place where these facilities can be implemented.	Members of Criteria 7 were instructed that a review of progress should be taken at regular intervals.

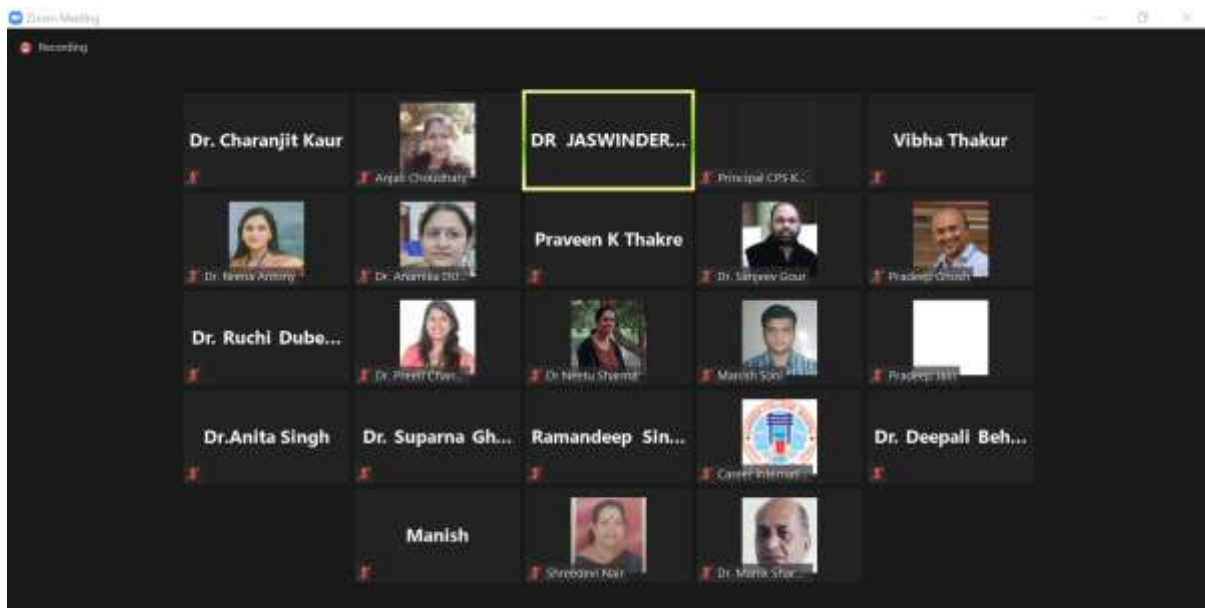
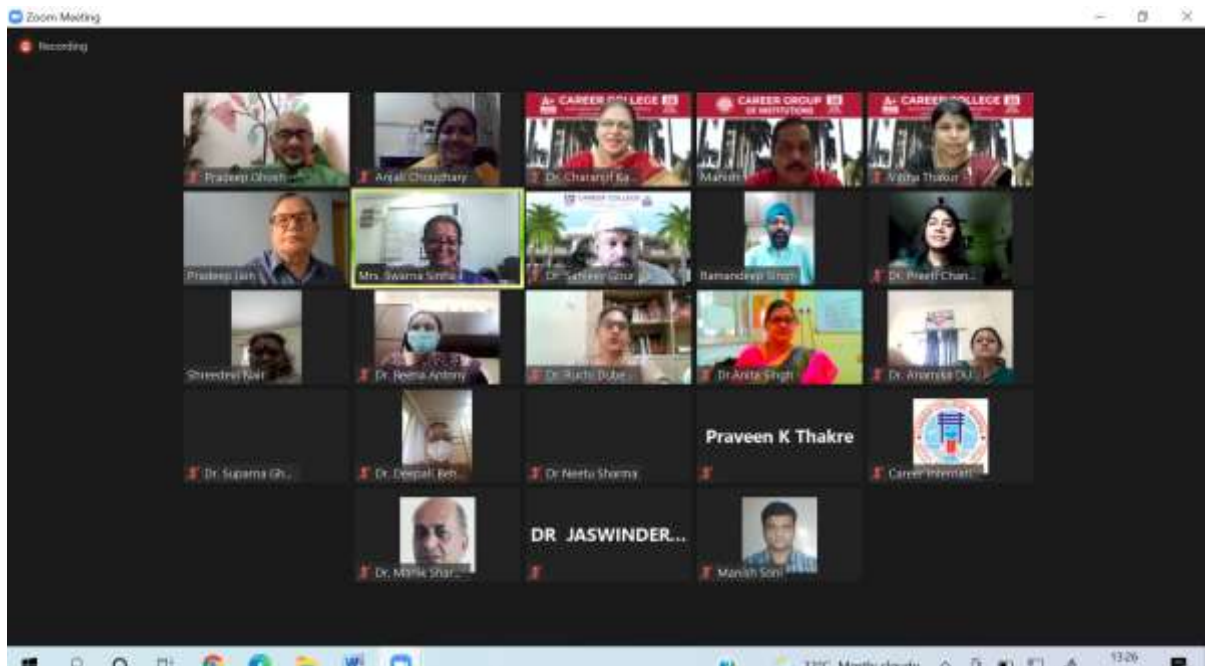
S. No.	Agenda	Minutes	Action Taken
26	Awareness about Importance of Covid-19 vaccine	The various activities carried out by the departments were summarized and put before the committee members. Suggestion received that NCC, NSS and Pathology department should organize awareness camps and vaccination drives.	A total of 5 activities conducted by NSS, NCC in association with pathology department in the session.
27	Environment/Green/Energy Audit	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.
28	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.

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25/9/21

Prasad
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PRINCIPAL
Career College
Govindpura, Bhopal

IQAC Meeting 18/9/2021





Internal Quality Assurance Cell

Session 2021-2022

// Notice//

Date: 20/12/2021

This is to inform all the members of IQAC that an online meeting will be held on 06/01/2022 at 11:30a.m. through Zoom platform. Following Agendas are to be discussed in the proposed meeting of IQAC.

Criteria I

- Short Term Certificate Programme/Add on Programme
- Industrial Visit /Research Lab Visit/Educational Tour

Criteria II

- Updating program outputs and course outputs as per New Education Policy
- Developing e-learning resources by the faculty.

Criteria III

- Promote student and faculty exchange programme
- Engage students in live projects
- Enhancement of faculty research publication and book publication
- Establish collaboration with industry.

Criteria IV

- Conversation of ICT enabled classrooms to Smart classrooms
- Construction of new classroom
- Procurement of Textbook/ Reference Books/Journals
- Upgradation of IT faculties
- Remote access to e-resources

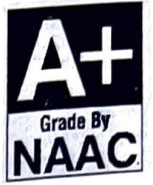
Criteria V

- Capacity building and skill enhancement initiatives
- Strengthening Alumni Cell



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Accredited as A+ by National Assessment and Accreditation Council (NAAC), Bengaluru

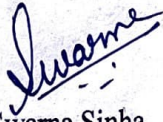


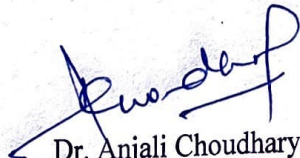
Criteria VI


- Motivation and encouragement of faculty members to participate in national and international events and membership of recognized bodies.
- Professional Development programme for teaching and non- teaching staff.

Criteria VII

- Establishment of Day Care Centre for Career College
- Implementation of sensor based energy conversation in some areas call for quotation
- Implementation of biogas plant with the know how Nagar Nigam Bhopal
- Waste recycling system to be installed.


Dr. Ms. Swarna Sinha
Co-ordinator, IQAC


Dr. Anjali Choudhary
Director, IQAC


Dr. Charanjit Kaur
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Career College Bhopal
Session 2021-22
IQAC Meeting Minutes

The 2nd online meeting of the Internal Quality Assurance Cell for the academic year 2021-22 was held on 06/01/22 at 11.30 am. Dr. Anjali Choudhary IQAC Director 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 18/09/21	The minutes of previous meeting was read by chairperson Dr. Charanjit Kaur.	As per the minutes action taken report is briefly discussed.
2	Short Term Certificate Programme/Add on Programme	* In the discussion Dr. Jaswinder Mehta, Head Criteria I said that new courses are to be implemented as per the national Education Policy.	Some self-designed certificate courses were completed as per the industry's needs.
3	Industrial Visit /Research Lab Visit/Educational Tour	* Shri Pradeep Ghosh, external member IQAC suggested that more emphasis should be given on industrial visits. * He also recommended that at least one industry visit and one institute visit should be made mandatory.	As per the suggestion given by external members, every department organized industrial visits for their students like Bionutrients, Phytodrugs, Top n Town, Indane bottling plant, etc.
4	Updating program outputs and course outputs as per New Education Policy	* It was suggested by the external member Shri Pradeep Ghosh that training to the students should be imparted after identifying the industrial requirements and then relating it to need of the students. * Initiative is required from the faculties regarding making the curriculum more flexible. * More industry person engagement involvement is needed to be increased	As per New education policy, the course curriculum is divided into Major, Minor, Elective and Vocational subjects. Each subject has its own learning outcomes. Keeping this in mind necessary updating is done in the learning outcomes of all courses and are uploaded on the website of the college for the reference of the students and faculty members.
5	Developing e-learning resources by the faculty.	* He also suggested that the faculties should also get themselves updated about the recent changes in the industry and start teaching as per the industry needs. * It was suggested by Shri Manish Rajoriya that subject wise course is needed to be developed and can be made mandatory as certificate course.	E-content development has already been started in our college for the subjects of different streams. Currently some of the videos of commerce subjects are uploaded on the LMS and YouTube channel of the college. 25 faculty members have attended the FDP conducted by higher education to develop course content of second year as per NEP.
6	Promote student and faculty exchange programme	It was discussed to sign MOU for student exchange and faculty exchange	Signed MOU with IEHE Bhopal for student and faculty exchange
7	Engage students in live projects	* It was suggested by Shri.Pradeep Ghosh that live projects for the students should be made mandatory. * These projects will develop the spirit of teamwork among the students. * It was suggested by Shri Manish Rajoriya that climate change, social entrepreneurship, employability, etc. could be the preferred topics for live projects.	As per the suggestion received 6 teams of students were identified for the student project. And the outcome of these projects was they got the chance to showcase their talent in the BIRAC E- Yuva scheme.

S. No.	Agenda	Minutes	Action Taken
8	Enhancement of faculty research publication and book publication	External member suggested to find the respective journals and communicate your findings. Start book publication as per NEP.	The teachers are motivated to publish their articles and chapter in Scopus journals by giving them incentives.
9	Establish collaboration with industry.	He also suggested that primary and secondary objectives should be designed in a defined manner.	College signed an MOU with Bio-nutrients Pvt. Ltd which will help students to explore more job opportunities in the food industry.
10	Conversion of ICT enabled classrooms to Smart classrooms	Management suggested to increase the no. of smartclassrooms. Instructed to invite quotations for the same.	2 smart classrooms and 17 ICT enabled classrooms are constructed.
11	Construction of new classroom	It was discussed that there is a requirement of new classrooms. Management approved the same.	Construction of new classrooms is started.
12	Procurement of Textbook/ Reference Books/Journals	It was discussed that well defined evaluation mechanism of library visit by the students and the faculties should be regularly monitored	According to the suggestions given by honorable members in the previous meeting, it was made mandatory for the faculty and students to visit the library for 1 hour a week and the report related to it was issued every weekend.
13	Upgradation of IT facilities	Manish sir suggested to review the present status of IT facilities and procure new softwares as per the requirement	Bandwidth increased and purchased laptops to support teaching learning.
14	Remote access to e-resources	It was suggested by Shri. Manish Rajoriya that as per need of the hour more focus is needed on e-books and e-library.	Department wise e-books and e-resources are made available for students.
15	Capacity building and skill enhancement initiatives	Dr. Reena Antony discussed the status of activities completed by some of the departements and cells.	PADC cell organized 5 activities based on skill enhancement and capacity building
16	Strengthening Alumni Cell	*It was emphasized by Shri Pradeep Ghosh that strong recognition should be given to the Alumni. * He also suggested that the institute should offer the Alumni proper platform for such recognition. * It was further added by Shri Manish Rajoriya that strong old boys forum should initiated by the institute. * Shri Manish Rajoriya also suggested that alumni meet for silver jubilee batches should be initiated.	All listing and planning has been done by the Alumni Cell under the guidance of Respected Principal madam and felicitation program would be conducted together with Annual Alumni Meet of the College shortly. Alumni Association of the college has been registered under the name of COSA (Career Old Student Association) and certificate of registration has been received on the 20th of June 2022.
17	Motivation and encouragement of faculty members to participate in national and international events and membership of recognized bodies.	It was discussed that the criteria under the guidance of respected Principal Mam will plan for providing proper platforms for the faculties for membership of recognized bodies.	48 faculty members have attended national and international conferences, seminars and workshops.

S. No.	Agenda	Minutes	Action Taken
18	Professional Development programme for teaching and non-teaching staff.	<p>* FDP will be planned for the ongoing session for both teaching and non-teaching staff.</p> <p>* During the discussion, it was set forth that the IQAC would plan and execute a conference based on the New Education Policy.</p>	<p>The college has organized more than 15 Faculty development programs for teaching and non-teaching staff on following:</p> <ul style="list-style-type: none"> • Interpersonal Behaviour – how to deal with students (Office Staff) • Office Management filing system (Office Staff) • Class control mechanisms/Class control tips or strategy (Teaching Staff) • RBI developmental programme on financial safety and guidelines. (Teaching and Non-teaching) • Class IV Staff – Self Hygiene practices/Ideal Hygienic practices by nursing staff. • Measures for COVID appropriate Behaviour (Teaching and Non-teaching) etc.
19	Establishment of Day Care Centre for Career College	It was also discussed that the day care center will be constructed in the premises to provide support and assistance to the employees	Under the guidance of management and Principal Madam, the planning has been done and very soon construction will take place.
20	Implementation of sensor based energy conversation in some areas call for quotation	Dr. Charanjeet Kaur suggested that as far as possible traditional lights should replace to smart bulbs in the college premises.	As per the direction and suggestions most of the traditional lights has been replaced with smart energy efficient bulbs.
21	Implementation of biogas plant with the know how Nagar Nigam Bhopal	Sri Manish Rajoriya suggested to install Biogas plant in the premises after reviewing to all the technicalities.	Installation of Biogas plant in the college premises is still under process.
22	Waste recycling system to be installed.	It was discussed to formulate strategies for the waste recycling system	Management initiated the process.

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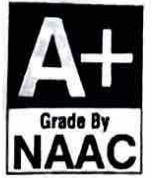
IQAC Meeting 6/1/2022





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**Internal Quality Assurance Cell
Session 2021-2022
// Notice//**

Date: 07/03/2022

This is to inform all the members of IQAC that an online meeting will be held on 12/03/2022 at 11:30a.m. through Zoom platform. Following Agendas are to be discussed in the proposed meeting of IQAC.

Criteria I

1. Review the status of internships and field Projects
2. Course completion status

Criteria II

1. Remedial Classes
2. Online Student Satisfaction Survey and exit survey

Criteria III

1. Activities of EDI cell in association with IIC
2. Research Centre
3. Status of Student Research Projects department wise
4. Status of ISR activities

Criteria IV

1. Campus Maintenance and IT infrastructure status
2. ICT enables classrooms

Criteria V

1. Planning of Annual Function and Award ceremony
2. Status of Placement Drives
3. Alumni Meet

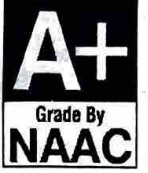
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Criteria VI

1. Planning of Faculty Development Program on Nutrition, wellness, stress management etc.
2. Progress in Data collection for the preparation of AQAR.
3. Review of New NAAC manual and data templates

Criteria VII

1. Environment/Green/Energy Audit
2. Status of activities related to gender equality and equity.

Dr. Ms. Swarna Sinha
Co-ordinator, IQAC

Dr. Anjali Choudhary
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Principal

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Career College Bhopal

Session 2021-22

IQAC Meeting Minutes

The 3rd online meeting of the Internal Quality Assurance Cell for the academic year 2021-22 was held on 12/03/22 at 11.30 am. Dr. Anjali Choudhary IQAC Director 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 06/01/22	The minutes of previous meeting was read by chairperson Dr. Charanjit Kaur.	As per the minutes action taken report is briefly discussed.
2	Review the status of internships and field Projects	Criteria I head Dr. Jaswinder Mehta briefed about the status of the students who have completed their internships and dissertations.	Organization of Students internship program in association with various institutes for students.
3	Syllabus completion status	It was discussed during the meeting that every department should submit the syllabus completion report in the prescribed format.	All the heads are directed to submit the status before the commencement of CCE
4	CCE examination	Discussed during the meeting that Time tables for the CCE examinations have to be prepared and communicated with the students.	IQAC instructed all the departments to submit Time tables of CCE by 15 Mar 2022.
5	Remedial Classes	Discussion held on remedial classes after the completion of CCE examination.	Remedial classes were conducted by all the departments for the students who are absent and scored less in CCE.
6	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 is conducted smoothly.
7	Course attainment as per NEP	Criteria II in charge discussed the planning for course attainment.	All the departments developed strategies for the same.
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	To plan activities under Flagship such as SPACE, Aarogyam and Ideathon 2.0	It was discussed that the status of activities completed till date. External member suggested to fix the domain for Ideathon	A total of 7 activities conducted on various issues, Aarogyam conducted on 7th April and Ideathon conducted on 30 June
10	Activities conducted under MoU	Dr. Anjali Choudhary discussed the activities to be conducted under a collaboration for the benefit of students.	Department of Biotechnology and Biochemistry organized expert lectures in association with IEHE.
11	Activities of EDI cell in association with IIC	All members confirmed the successful conduction of a number of student events and webinar. All events and activities received positive response. External member suggested all criteria in charge to maintain evidence in a proper manner. The feedback of the IPR workshop was reviewed by all.	A total of 15 activities were conducted on IPR and Entrepreneurship with IIC.

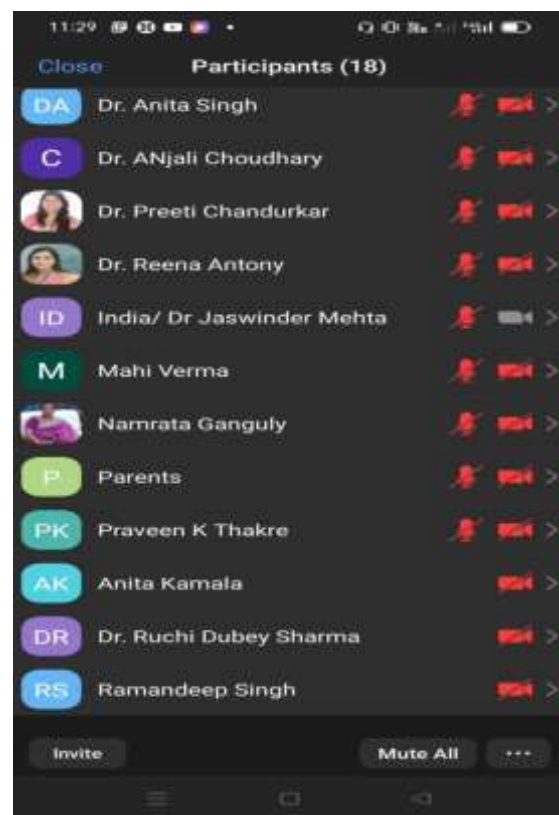
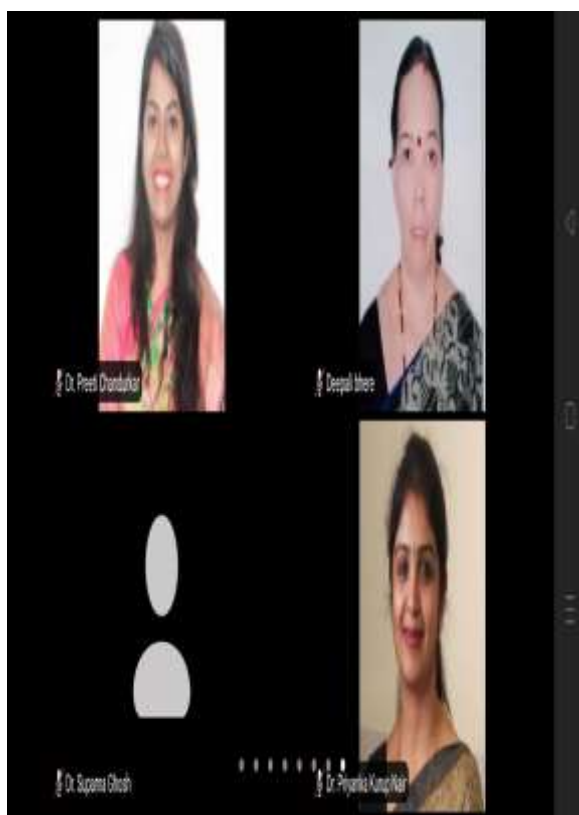
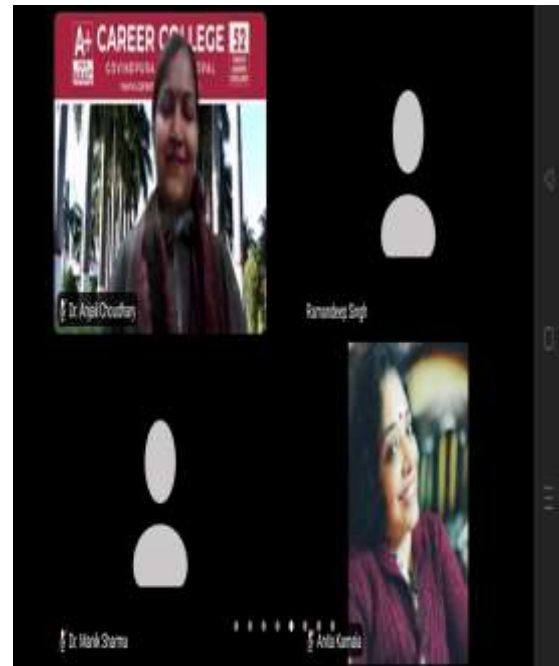
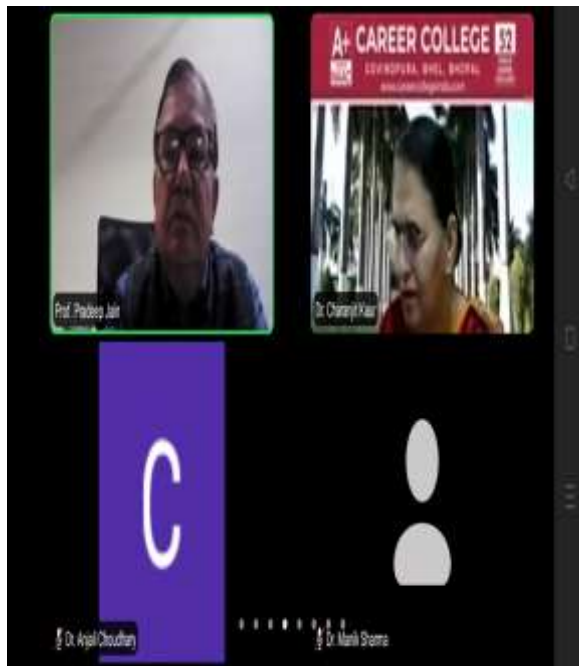
S. No.	Agenda	Minutes	Action Taken
12	Status of Student Research Projects department wise	Criteria 3 head discussed the status of students who are enrolled in students project by various departments. External members suggested that all the departments should work for the same.	A total of 8 teams are working in minor projects in dept. of Biotechnology, Chemistry and Botany respectively.
13	Status of ISR activities	Dr. Anjali Choudhary briefed the activities conducted by all the departments. External members suggested that it should help the students in overall development and the activity should be measurable.	A total of 74 activities were conducted by all departments.
14	Campus Maintenance and IT infrastructure status	Discussion on regular Campus Maintenance and IT infrastructure was held for updating its status	25 new computers were purchased. New classrooms were constructed.
15	ICT enables classrooms	Discussion on existing classroom status for enabling them with ICT facilities was held	Two new Smart classrooms were made. And new classrooms were proposed for the upcoming session.
16	Planning of Annual Function and Award ceremony	Discussion on Planning of Annual Function and Award ceremony for the session 2021-22	Annual Function and Award ceremony for the session 2021-22 was held on 24th March 2022
17	Status of Placement Drives	Dr. Reena Antony briefed all the activities conducted by Training and Placement	Placement of students should be focussed upon for attracting quality students
18	Strategies for Alumni Meet	Criteria 5 head Alumni talks were a continued feature to mentor the students.	Alumni meet in hybrid mode was held on 30-6-2022 successfully with a participation of 100+ students.
19	Planning of Faculty Development Program on Nutrition, wellness, stress management etc.	Discussion was held to plan Faculty Development Program on Nutrition, wellness, stress management keeping in mind the post pandemic phase	Faculty Development Program on Nutrition, wellness, and Stress management in association with UNICEF were held on 25-4-2022 and 10-5-2022 respectively.
20	Progress in Data collection for the preparation of AQAR.	Progress in Data collection for the preparation of AQAR was discussed for each Department	Data for the preparation of AQAR was collected and analysed from different Departments.
21	Review of New NAAC manual and data templates	Revised NAAC manual and data templates were reviewed and discussed	Criteria Heads submitted new activities as per Revised NAAC manual.
22	Environment/Green/Energy Audit	Environment/Green/Energy Audit was planned	For conducting Environment/Green/Energy Audit quotations from different agencies were called.
23	Status of activities related to gender equality and equity.	Status of activities related to gender equality and equity was taken from each Department	A total of 15 activities related to gender equality and equity were conducted by various Departments and Cells.

Suame

Anjali Choudhary
29/3/22

V. P. J.
29/3/2022
PRINCIPAL
Career College
Govindpura, Bhopal

IQAC Meeting 12/03/2022





Internal Quality Assurance Cell

Session 2021-2022

// Notice //

Date: 10/06/2022

This is to inform all the members of IQAC that meeting will be held on 25/06/2022 at 11:30 a.m. in Conference room. Following Agendas are to be discussed in the proposed meeting of IQAC.

Criteria I

- Preparation for Autonomous status
- AQAR 2020-2021 submission
- NEP process review and short term courses
- Time Table 2022-23
- Feedback analysis

Criteria II

- Admission process 2022-2023
- Academic calendar 2022-2023
- Video content development
- Faculty development programme

Criteria III

- Research entrepreneurship and innovation
- Patent
- Ethical committee registration

Criteria IV

- Campus Maintenance
- Infrastructure augmentation

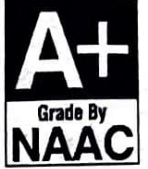
Criteria V

- Activity planner of registered Alumni association 2022-23
- Student support for coaching



CAREER COLLEGE

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Approved by Deptt. of Higher Education, Govt. of M.P., Bhopal & M.P. Paramedical Council
Accredited as A+ by National Assessment and Accreditation Council [NAAC], Bengaluru



Criteria VI

- NAAC revised manual
- Academic audit

Criteria VII

- Green audit / energy audit
- Day Care Centre
- Best practices of 21-22

Dr. Ms. Swarna Sinha
Co-ordinator, IQAC

Dr. Anjali Choudhary
Director, IQAC

Dr. Charanjit Kaur
Principal

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Career College Bhopal
Session 2021-22
IQAC Meeting Minutes

The 4th offline meeting of the Internal Quality Assurance Cell for the academic year 2021-22 was held on **25/06/2022** at **11.30 am** in conference room. Dr. Anjali Choudhary IQAC Director 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 12/3/22	The minutes of previous meeting was read by chairperson Dr. Charanjit Kaur.	As per the minutes action taken report is briefly discussed.
2	Preparation for Autonomous status	Dr. Charanjeet Kaur Principal CCB during the discussion said that the inspection for the college autonomous status is to be held in the first week of July 2022 and the institute is all set to get the autonomy and all the processing and documentation has been done in this regard.	It was decided to conduct meeting dept. wise to check the preparations.
3	AQAR 2020-2021 submission	AQAR 2020-2021 is in the pipeline and will be submitted by end of July 2022 as per the NAAC guidelines.	AQAR was reviewed during the meeting and instructed to complete data on time.
4	NEP process review and short term courses	* In the discussion Ms. Swarna Sinha, Coordinator IQAC and Dr. Jaswinder Mehta, Head Criteria I elaborated the National Education policy and also said that new course has been implemented for all the courses as per the education policy. * External member Shri Pradeep Gosh suggested that short term course could be designed and involvement of students should be increased.	All the departments were instructed to do the analysis and asked to propose future plans for the same.
5	Time Table 2022-23	The internal time table committee has completed the work of time table preparation for the upcoming session 2022-23. The members of the committee have submitted the same to the Principal for approval.	Heads were asked to review the proposed timetable and instructed to submit the final before the commencement of classes i.e. 15th July 2022
6	Feedback analysis	The feedback process is online and the feedback form for the session 2021-22 has been uploaded at the website of the institute. It is still under process as the session is still going on.	The HODs are instructed to take online and offline feedback based on curriculum and prepare action taken on the same before 5th July 2022.

S. No.	Agenda	Minutes	Action Taken
7	Admission process 2022-2023	Ms. Swarna Sinha head Criteria II of NAAC module emphasized on the admission process for the session 2022-23. She said that the institute strictly follows all the guidelines by the M.P. Higher Education for the admission process.	All the important instructions have been shared with departments to improve the status of admissions in the coming session.
8	Academic calendar 2022-2023	The respective departmental heads have submitted the academic calendar of their departments for the session 2022-23 to Criteria II head.	Academic calendar has been submitted to Principal mam for approval. As soon as the approval will be received it will be set for compilation and implementation. Once approved the calendar will also be uploaded at the institutes website.
9	Video content development	Ms. Swarna Sinha said that lecture videos of the faculty members have been uploaded in the institute LMS and YouTube channel of the college also. * She also mentioned about the challenges which is faced by the faculty members during the preparation of such videos.	12 faculty members have completed their video content.
10	Faculty development programme	Swarna Sinha discussed the planning of FDP based on online education/OBE	It is resolved to conduct workshop in coming session and also instructed faculties to attend the FDPs on OBE.
11	Research entrepreneurship and innovation	* Dr. Anjali Chaudhary head criteria III introduced Dr. Nidhi Tripathi and Dr. Preeti Chandurkar from the department of Biotechnology as Dean and Co-dean respectively of research and innovation. * Dr. Nidhi Tripathi said that the institute needs to work more on research projects.	Total 14 activities related to entrepreneurship in association with IIC were organised.
12	Patent	*Dr. Anjali updated the status of patent published and granted by the faculty members. * During the discussion Dr. Anjali updated the members that the Department of Computer Science and Department of Chemistry has got patents in the session	Total 3 patents published and granted during the session.
13	Ethical committee registration	She brought to the knowledge of the members of the IQAC that the ethical committee registration process has been completed from the institutes end and submission has also been done.	The institute is waiting for approval so that necessary implementations can be done.
14	Campus Maintenance	External members suggested that there should be a policy in place for campus maintenance.	The policy document has been revised and is in place for campus maintenance.

S. No.	Agenda	Minutes	Action Taken
15	Infrastructure augmentation	<ul style="list-style-type: none"> * Dr. Anamika Dubey co-head Criteria IV set forth the following details about the infrastructure augmentation. * Smart classrooms have become the need of the hour and hence conversion of traditional classrooms to smart classroom as per future academic requirement has been initiated. * The library is now more equipped as new books has been added as per the new education policy. 	Dr. Anamika Dubey updated that the planning for eBooks has been done and quotation has been finalized and is in process which will be soon completed. Two smart classrooms are sanctioned by the management.
16	Activity planner of registered Alumni association 2022-23	<ul style="list-style-type: none"> * Dr. Reena Antony head criteria V said that the alumni registration process has been completed. * She said that activities related to alumni engagement will planned for the upcoming session. * Shri Pradeep Ghosh suggested that alumni skill upgradation programmes can be initiated at the institute. * External member Shri Ramandeep also suggested that alumni meet for silver jubilee batches and alumni awards should be initiated. 	Activity Planner was submitted by Cell head and alumni cell organized alumni confab on 30 June 2022.
17	Student support for coaching	Shri Pradeep Ghosh suggested that there should be proper guidance cell to look after all these activities and it should be open for outsiders also.	Instructions were given to the Criteria V head for the same to implement in the coming session.
18	Review and confirmation of AQAR 2020-21 submission	IQAC members were apprised of the revised AQAR guidelines and the status of AQAR 2020-21 submission.	Various audit reports have been uploaded as evidence for the online submission. Weblinks have been submitted as per the NAAC SOP
19	NAAC revised manual	<ul style="list-style-type: none"> * Shri Pradeep Jain Group Director briefed about the new revisions done in the NAAC manual. * On 14.06.2022 he physically attended a conference at Bengaluru. The conference was regarding the revisions done in modules and in a nut shell he said that NAAC is now emphasizing that more and more higher education institutes get accredited and hence NAAC has either removed or clubbed many of the pointers so that more institutes get themselves accredited. 	All criteria heads and co-heads were instructed to thoroughly read the manuals for the revisions and plan activities accordingly.

S. No.	Agenda	Minutes	Action Taken
20	Academic audit	Dr. Anita K discussed the process and preparation of internal and external academic audit.	Internal audit format and date has been finalized i.e. 1-8 Nov 2022 and external audit was conducted on 10 Dec 2022.
21	Green audit / energy audit	Dr. Suparna Ghosh head criteria VII said that the audit will be done by end October 2022.	Green cluster cell has been instructed to prepare a document for green and energy audit by 10 Aug 2022.
22	Day Care Centre	Dr. Suparna Ghosh also said that as per the discussion held in the previous meeting the day care centre work has been initiated.	Proposed work is in process and will be started in the coming session.
23	Best practices of 21-22	Dr. Suparna Ghosh discussed all the initiatives taken up in the session.	Best two practices i.e. Skill Development Diploma and Certificate Programmes under UGC National Skill Quality Framework and 'Shakti Swarupa' a drive for the empowerment of women has been finalized.

Suparna
30/06/2022

Suparna

Suparna
30/6/2022

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Govindpura, Bhopal

IQAC Meeting 25/06/2022

