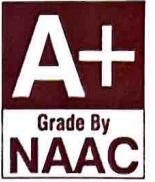




# CAREER<sup>®</sup> COLLEGE

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## Internal Quality Assurance Cell

Session 2022-2023

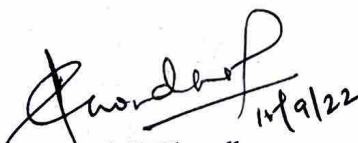
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Date: 10/09/2022

This is to inform all the members of IQAC that First meeting of the session will be held on 15/09/2022 at 11:30 a.m in Conference room. Following Agenda are to be discussed in the proposed meeting of IQAC.

### AGENDA:

- 1) To review Admission for the session 2022-23.
- 2) To enhance the efforts made by the institution to strengthen vocational education and soft skills.
- 3) To plan activity-based Experiential Learning incorporating interactive teaching learning process to encourage curiosity and decisiveness among students.
- 4) To aspire to become Resource Centre for Virtual Lab at Career College and spread the awareness in other higher education institutions.
- 5) To discuss on Academic Bank of Credits, a platform to upload credits earned by students under digilocker framework.
- 6) To prepare Annual Report for the session 2021-22.
- 7) To establish Digital Citizenship Internet Maturity (DCIM) club in the college and spread awareness in schools.
- 8) To plan a strategy for student support and enhance relations with alumni.
- 9) To apprise the members on revised NAAC Guidelines and Standard Operating Procedures.
- 10) To strengthen the NAAC activities in the college with the help of Activity Planner Proposed for 2022-23.
- 11) To organise IQAC National Conference.

  
Dr. Anjali Choudhary  
Director, IQAC

  
Dr. Charanjit Kaur  
Principal

**GOVINDPURA, BHEL, BHOPAL - 462 023**

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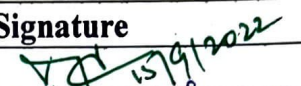

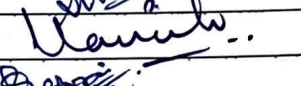
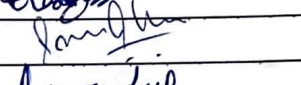
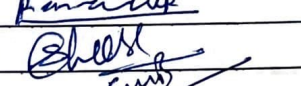
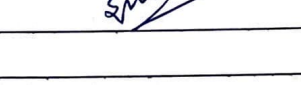
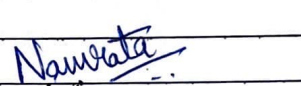
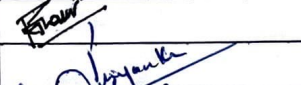

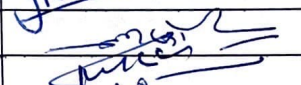
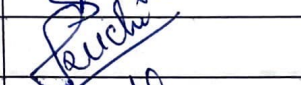


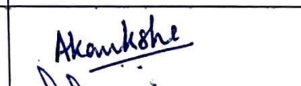
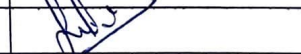





# IQAC Meeting Minutes

Date: 15/09/2022

Venue: Conference Hall

Time: 11.30 am

## Members Present in the meeting

S.No.	Name	Designation IQAC	Signature
1	Dr.Charanjit Kaur	Chair Person	
2	Dr. Anjali Choudhary	Director	
3	Dr.Swarna Sinha	Coordinator	
4	Mr. Manish Rajoriya	Member from Management	
5	Prof. Pradeep Jain	Member from Management	
6	Mr. Pradeep Ghosh	Industry Representative	
7	Mr. Raman Deep Singh	Member from Local Society	
8	Dr.Suparna Ghosh	Senior Administrative Officer	
9	Dr.Sanjeev Gaur	Administrative Officer	
10	Dr.Reena Antony	Administrative Officer	
11	Dr. Anita Bhadoria	Teacher Representative	
12	Dr.Namrata Ganguly	Teacher Representative	
13	Mr. Praveen Thakre	Teacher Representative	
14	Dr. Priyanka K Nair	Teacher Representative	
15	Dr. Deepali Behere	Teacher Representative	
16	Dr.Jaswinder Mehta	Teacher Representative	
17	Mr. Manish Soni	Teacher Representative	
18	Dr. Manik Sharma	Teacher Representative	
19	Dr. Ruchi Dubey Sharma	Teacher Representative	
20	Ms. Megha Budholia	Alumni Representative	
21	Ms. KartikVedantwar (B.Sc. -III Yr. Maths)	Student Representative	
22	Ms.AkanshaKashyap M Sc. Biotech Final Year	Student Representative	
23	Mr. Sunil Soni	Parent Representative	

## Career College Bhopal

Session 2022-23

### I<sup>st</sup> IQAC Meeting Minutes

The 1<sup>st</sup> meeting of the Internal Quality Assurance Cell for the academic year 2022-23 was held on 15/09/22 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 25/6/22	The minutes of previous meeting was read by chairperson Dr. Charanjit Kaur.	As per the minutes action taken report is briefly discussed.
2	To review Admission for the session 2022-23.	<ul style="list-style-type: none"><li><input type="checkbox"/> The matter was presented by Dr. Swarna Sinha, lack of admission was due to the following reasons: Change in eligibility criteria, Admission in university, Late CBSE result, Lack of awareness among students.</li><li><input type="checkbox"/> Dr. Sinha emphasized some measures like school visits or school collaborations should be strengthened.</li><li><input type="checkbox"/> Shri. Pradeep Ghosh suggested outreach to school by appointing career counsellors through outsourcing.</li><li><input type="checkbox"/> Shri. Ramandeep Singh suggested to initiate the process one year before the start of admission process. Also suggested to counsel the X std students.</li><li><input type="checkbox"/> CM rise schools to be approached.</li></ul>	All the departments were instructed to take necessary action such as planning of counselling session in the near by schools .

3	To enhance the efforts made by the institution to strengthen vocational education and soft skills.	<input type="checkbox"/> Dr. Jaswinder Mehta emphasized that soft skills training should be given in college, special emphasis is given to vocational education. <input type="checkbox"/> Shri. Pradeep Ghosh suggested to submit video report of the training undertaken by students apart from written report. <input type="checkbox"/> Mr. Ghosh recommended to impart skill among UG students but it should be non-academic. This will result in peer-to-peer learning and teamwork.	Vocational and Soft skills related courses like Medical Diagnostics, Nutrition and Dietetics, Accounting and Taxation with GST, Web Designing, Retail Management and Personality Development were successfully taught and video reports have been prepared.
4	To plan activity-based Experiential Learning incorporating interactive teaching learning process to encourage curiosity and decisiveness among students.	<input type="checkbox"/> Dr. Jaswinder briefed that college regularly conducts educational visit, internship, industrial visits etc. <input type="checkbox"/> Mr. Ghosh suggested to organize faculty visits also. <input type="checkbox"/> Mr. Singh stressed to stimulate class lectures apart from lectures also.	Total 10 Educational and Industrial visits were organized successfully for Students and Staff members. 3 departments have completed Internships and the rest have been in process of completion. IT Literacy Program was organised by Department of Computer Science for the students of Govt. MLB school on 8th September 2022 and 1st October 2022. We will be organising an Inter school event for the students of nearly 100 schools on 6-7th January 2023 on the theme of Digital Discipline Mission.
5	To aspire to become Resource Centre for Virtual Lab at Career College and spread the awareness in other higher education institutions.	<input type="checkbox"/> Dr. Sinha asked the external members to present their views on virtual lab visit. <input type="checkbox"/> Shri. Pradeep Ghosh suggested to organize one day workshop on virtual lab basically for Science & Technology related to academics.	College has signed MoU with IIT Delhi, Virtual Lab to become Virtual Lab Nodal Centre and organized workshop in collaboration with IIT Delhi on 16 Sep 2022.

6	To discuss on Academic Bank of Credits, a platform to upload credits earned by students under digilocker framework.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Dr. Anjali Choudhary briefed this as an UGC initiative.</li> <li><input type="checkbox"/> This academic bank of credit is known as Virtual store house.</li> <li><input type="checkbox"/> Dr. Anjali stressed that through this initiative student can open their account.</li> <li><input type="checkbox"/> Shri. Ramandeep Singh recommended NEP dual course facility should commence through both online and offline modes.</li> </ul>	Academic Bank of Credits is yet not implemented by affiliating University.
7	To prepare Annual Report for the session 2021-22.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Dr. Anjali Choudhary briefed that data collection for annual report is in-process for AQAR.</li> <li><input type="checkbox"/> Dr. Ramandeep Singh suggested annual report to ready and compiled by December.</li> </ul>	IQAC Annual report preparation for the session 2021-22 is in process. Departments were instructed to submit all the data by 30th Oct.
8	To establish Digital Citizenship Internet Maturity (DCIM) club in the college and spread awareness in schools.	<ul style="list-style-type: none"> <li><input type="checkbox"/> This agenda was narrated by Dr. Swarna Sinha she briefed to ensure online safety and security among teachers and students.</li> <li><input type="checkbox"/> She addressed college wishes to gain excellency in online education.</li> <li><input type="checkbox"/> DCIM club to be formed in college.</li> <li><input type="checkbox"/> Other colleges will be made aware with school visits.</li> <li><input type="checkbox"/> Shri. Ramandeep Singh suggested to choose weekends to approach to college or schools.</li> <li><input type="checkbox"/> Short drills should be conducted not only digital but also for fire extinguishers and fire balls.</li> </ul>	DCIM club for CCB was formed on 8th October 2022. To spread awareness amongst schools a Principals' Round Table on Digital Discipline & Cyber Safety was organized on 8th October 2022.

9	To plan a strategy for student support and enhance relations with alumni.	<input type="checkbox"/> Shri. Pradeep Ghosh suggested hand-holding of alumni should be done. <input type="checkbox"/> Connectivity with alumni should be increased. <input type="checkbox"/> Shri. Ramandeep Singh suggested to reach the non-reachable alumni who are not in contact with the help of active alumni. <input type="checkbox"/> Mr. Singh recommended compulsory yearly productive alumni meeting.	Departments are actively engaging alumni for collaborative activities. Name of esteemed alumnus have been proposed for upcoming events as judge and chief guest. COSA (Career Old Student Association) is planning a cultural extravaganza followed by annual alumni meet probably in late Dec or early Jan to facilitate the Alumni of the Year. A WhatsApp group has been initiated by an alumnus Gaurav to connect the non-active alumni and thus to motivate them for contribution.
10	To apprise the members on revised NAAC Guidelines and Standard Operating Procedures.	<input type="checkbox"/> This agenda was addressed by Respected Pradeep Jain (Director) of Career Group of Institutions. <input type="checkbox"/> Sir, briefed by august 2024 the tenure of NAAC will end. <input type="checkbox"/> Change in strategy of NAAC: earlier 93 & 94 metrics was reduced to 55. <input type="checkbox"/> Session 2022-23 will be the last completed session before NAAC.	All criteria heads were instructed to go through the revised guidelines and plan the activities accordingly
11	To strengthen the NAAC activities in the college with the help of Activity Planner Proposed for 2022-23.	Dr. Anjali Choudhary discussed that data will be made as per APP (Activity Planner Proposed).	NAAC Activity Planner Proposed for 2022-23 is prepared by all the criteria heads and is in use.
12	To organise IQAC National Conference.	* Dr. Anjali Choudhary briefed NEP focus area will be taken to conduct the IQAC conference. * Shri. Ramandeep Singh suggested to focus on some current trends as per the need of the hour.	By taking the suggestions of the worthy members of IQAC, a topic is finalized for the national conference i.e, "National Seminar on emerging challenges and opportunities in synchronization of NAAC criteria with NEP-2020 for quality assessment and enhancement in HEIs". Proposal for financial assistance has been sent to NAAC, Bangalore. Proposed date for the conference is 19/05/2023.

*Ramandeep Singh*  
25/9/22

*[Signature]*  
25/9/22

# IQAC Meeting 15/9/2022





## Internal Quality Assurance Cell

Session 2022-2023

// Notice //

Date: 05/01/2023

This is to inform all the members of IQAC that 2<sup>nd</sup> meeting will be held on 13/01/2023 at 11:30 a.m. in Conference room. Following Agenda are to be discussed in the proposed meeting of IQAC.

### Criteria I

- Approval of new programs for the session 2023-24
- Skill development courses certified by NSDC
- Value added courses designed and conducted at department level.

### Criteria II

- Uploading of e-content on website
- FDP based innovative teaching methodology

### Criteria III

- Faculty publications in reputed journals like UGC care, Scopus, WOS under CRI
- MoU and linkages
- Procurement of new National and International peer reviewed journals

### Criteria IV

- Increasing number of smart class rooms

### Criteria V

- Capability enhancement schemes for students
- Scholarships, free ship provided by the government/nongovernment agencies
- Guidance of competitive examination and career guidance

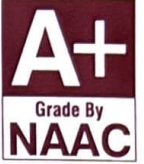




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## Criteria VI

- NIRF and AISHE submission for the Academic Year 2021-22 submission
- Review of AQAR 2021-22 preparation and SSR for the fourth cycle of NAAC
- Internal and External Academic Audit

## Criteria VII

- Collaborative activities
- Best practices and institutional distinctiveness for the session 2022-23

Dr. Anjali Choudhary  
Director, IQAC

Dr. Charanjit Kaur  
Principal

GOVINDPURA, BHEL, BHOPAL - 462 023

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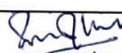



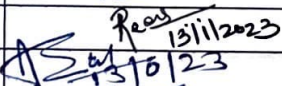
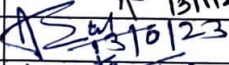
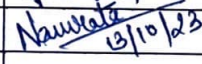
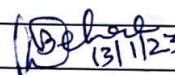
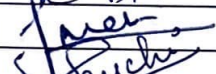




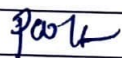
## IQAC Meeting Minutes

Date: 13/01/2023

Venue: Conference Hall

Time: 12.00 noon

### Members Present in the meeting

S.No.	Name	Designation IQAC	Signature
1	Dr.Charanjit Kaur	Chair Person	
2	Dr. Anjali Choudhary	Director	
3	Dr.Swarna Sinha	Coordinator	
4	Mr. Manish Rajoriya	Member from Management	
5	Prof. Pradeep Jain	Member from Management	
6	Mr.Pradeep Ghosh	Industry Representative	
7	Mr. Raman Deep Singh	Member from Local Society	
8	Dr.Suparna Ghosh	Senior Administrative Officer	
9	Dr.Sanjeev Gaur	Administrative Officer	
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16	Dr.Jaswinder Mehta	Teacher Representative	
17	Dr. Ruchi Dubey Sharma	Teacher Representative	
18	Mr. Manish Soni	Teacher Representative	
19	Dr. Manik Sharma	Teacher Representative	
20	Ms.Pooja Patel	Alumni Representative	
21	Ms.Ankit Pillai (B.Sc. -III Yr. CS)	Student Representative	
22	Mr.Ankit Choudhary (BCA I Yr)	Student Representative	
23	Ms. Pooja Karariya	Parent Representative	

24. Dr. Anita K. Teacher representative.
25. Dr. Anita Singh Teacher Representative
26. Dr. HUMERA QUREISHI Teacher Representative
27. M.M. Nagayya Teacher Representative
28. Dr. Preeti Chandurkar Teacher representative


**Career College Bhopal**  
**Session 2022-23**  
**IQAC Meeting Minutes**

The 2nd meeting of the Internal Quality Assurance Cell for the academic year 2022-23 was held on 13/01/23 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 15/09/22	The minutes of previous meeting was read by chairperson Dr. Charanjit Kaur.	As per the minutes action taken report is briefly discussed.
2	Approval of new programs for the session 2023-24	Dr. Jaswinder Mehta head Criteria I briefed that in the coming session two new courses in Humanities BA (Psychology) and BA (Sociology) will be introduced.	As the suggestions received the process of new courses will be initiated in the month of June
3	Skill development courses certified by NSDC	Twenty-seven new skill development courses have been approved by NSDC two hundred and thirty admissions have also been done.	As per the suggestion given by external members, every department instructed to go through the NSDC courses and enroll their students.
4	Value added courses designed and conducted at department level.	New value added courses has also been initiated by different departments like IOT, Food Adultration, etc.	Some self-designed certificate courses were completed as per the industry's needs.
5	Uploading of e-content on website	Dr. Swarnagini Sinha head criteria II said that faculties of all disciplines are regularly preparing e-contents and the same is also being uploaded in the website.	E-content development has already been started in our college for the subjects of different streams. Currently some of the videos 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	FDP based on innovative teaching methodology	It was conveyed that a faculty development programme is proposed to be held from 01.02.23 to 31.05.23 External member Shri. Pradeep Ghosh suggested that out of classroom teaching concept can be initiated He also suggested that FDP on enquiry based learning should be organized.	As per the suggestion received all the criteria heads were instructed to plan the topic and duration of the FDP to be organized.
7	Faculty publications in reputed journals like UGC care, Scopus, WOS under CRI	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. Shri Pradeep Ghosh suggested that faculties should emphasis on quality publication. They should segregate their publication so that maximum publications can be covered.	A total of 10 research publications were published in Scopus journals. And 18 book chapters were published in 2022

8	MoU and linkages	External member Shri. Ramandeep said that we should go for government MoU and linkages and a person should be assigned for this as this needs continuous follow-up.	A total of 10 MOU were signed in the session to promote research and trainings.
9	Procurement of new National and International peer reviewed journals	Shri Ramandeep also suggested that industrial relation should be handled by one appointed person for this task.	As the Principal suggested, a review of present journals was completed and a department-wise list of new journals has been asked.
10	Increasing number of smart class rooms	Dr. Anjali Choudhry 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. Five more class rooms is in the pipeline along with the existing rooms.	5 smart classrooms constructed.
11	Capability enhancement schemes for students	Dr. Reena Antony head criteria V briefed that the activities have been done Activities on life saving hacks, soft life skills have been conducted successfully for capability building.	Activities like Yoga, mental health, PCOD awareness, analytical skill, workspace skills etc have been conducted successfully.
12	Scholarships, free ship provided by the government/nongovernment agencies	External member Shri Ramandeep suggested that we should find scholarship provided and applicable for private colleges. External member Shri Pradeep Ghosh suggested that the institute should avail fellowships and support the students in whatever they are doing in academics. He also added that we should try to add fellowships along with scholarships.	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	Guidance of competitive examination and career guidance	External member Shri. Ramandeep said that we should constitute a guidance cell to focus on competitive exams and career guidance.	According to the suggestion received criteria 5 has been instructed in this direction.
14	NIRF and AISHE submission for the Academic Year 2021-22 submission	Dr. Anita K head criteria VI briefed that NIRF and AISHE data collection has been completed.	NIRF and AISHE data will be compiled and submitted within a stipulated time.
15	Review of AQAR 2021-22 preparation and SSR for the fourth cycle of NAAC	Discussed the status of data collection and briefed the AQAR task is under process.	All the criteria heads were instructed to complete their allotted task related to AQAR
16	Internal and External Academic Audit	Dr. Anita also stated that the academic and internal audit will be done within a month's time.	An internal Academic Audit will be planned in the month of May

17	Collaborative activities	External member Shri Pradeep Ghosh suggested that there is a need to identify the impoverished schools and should do MoU with the govt. schools.	Departments were instructed to focus on the collaborative activities. Few dept. like Biotechnology, Chemistry have conducted various activities in collaboration with Microbiologist Society, Nutrition Soceity, Research foundation of India etc.
18	Best practices and institutional distinctiveness for the session 2022-23	He also said that we should work on tinkering labs. Schools in need can be identified and they can be adopted under the banner "Shiksha Mitra" Shri.Ghosh suggested that the concept of moving libraries can be initiated.	Criteria 7 were instructed to organize activity under the banner of Shiksha Mitra

*Pradeep Ghosh*  
20/1/23

*[Signature]*  
20/1/23

# IQAC Meeting 13/01/2023





## Internal Quality Assurance Cell

Session 2022-2023

// Notice//

Date: 25/03/2023

This is to inform all the members of IQAC that meeting will be held on 06/04/2023 at 12:00 noon in conference room. Following Agendas are to be discussed in the proposed meeting of IQAC.

### Criteria I

- Review of Skill Development Courses
- Review of Certificate Courses
- Review of curriculum enrichment

### Criteria II

- Review of student centric Teaching Learning methodologies
- Remedial Classes
- Review of Outcome based Education
- Preparation for Admission 23-24
- NEP 2020 recommendation on Adult Education “New India Literacy Programme” (NILP)

### Criteria III

- Exploring of Research Projects with various Govt and Non-Govt. agencies.
- Review of workshops and Seminars department wise.
- Review of Books and Publication.
- ISR activities with Govt. organizations and NGOs.

### Criteria IV

- Requisition of books as per NEP
- Expansion of Infrastructure in terms of class rooms and other facilities



- Enhancement of IT infrastructure
- Library status
- Resource requirement for the session 23-24

#### Criteria V

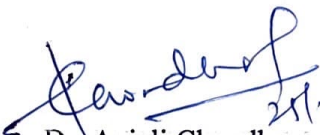
- Formulating Career Guidance cell
- Organizing Alumni Annual Meet

#### Criteria VI

- Preparation of NAAC sponsored IQAC Seminar
- External Academic Audit
- Review of Faculty Development Programmes.

#### Criteria VII


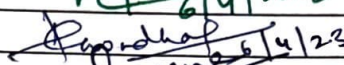
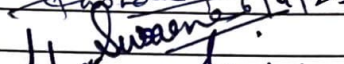
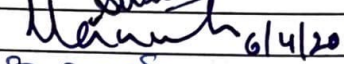
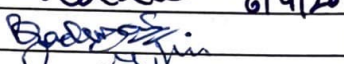



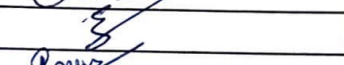
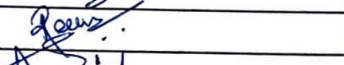
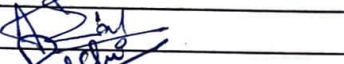
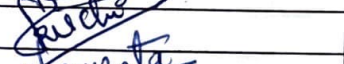
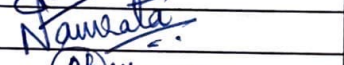

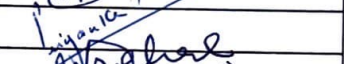
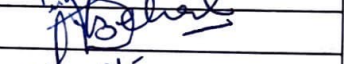
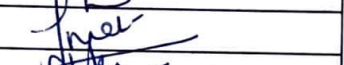

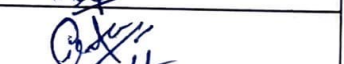

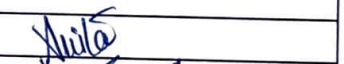






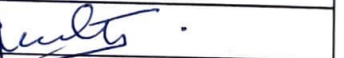
- Review of value- based activities
- Energy Audit
- Green Audit

  
25/3/23  
Dr. Anjali Choudhary  
Director, IQAC

  
Dr. Charanjit Kaur  
Principal



**3<sup>rd</sup> IQAC Meeting****Date: 06/04/2023****Venue: Conference Hall****Time: 12.00 noon****Members Present in the meeting**

S.No.	Name	Designation IQAC	Signature
1	Dr. Charanjit Kaur	Chair Person	
2	Dr. Anjali Choudhary	Director	
3	Dr. Swarna Sinha	Coordinator	
4	Mr. Manish Rajoriya	Member from Management	
5	Prof. Pradeep Jain	Member from Management	
6	Mr. Pradeep Ghosh	Industry Representative	
7	Mr. Raman Deep Singh	Member from Local Society	
8	Dr. Suparna Ghosh	Senior Administrative Officer	
9	Dr. Sanjeev Gaur	Administrative Officer	
10	Dr. Reena Antony	Administrative Officer	
11	Dr. Anita Bhadoria	Teacher Representative	
12	Dr. Ruchi Dubey Sharma	Teacher Representative	
13	Dr. Namrata Ganguly	Teacher Representative	
14	Dr. Anamika Dubey	Teacher Representative	
15	Dr. Priyanka K Nair	Teacher Representative	
16	Dr. Deepali Behere	Teacher Representative	
17	Dr. Jaswinder Mehta	Teacher Representative	
18	Ms. Varsha Vishwakarma	Alumni Representative	
19	Ms. Anjita Acharya (B.Sc. -II Yr. Maths)	Student Representative	
20	Mrs. Sangeeta Bhatt Parent of Ms. Unnati Bhatt (B.Sc I Yr Biotech)	Parent Representative	
21	Dr. Anita Singh	Special Invitee	
22	Dr. Romsha Sharma	Special Invitee	
23	Dr. Rakhi Saxena	Special Invitee	
24	Dr. Ruchi Acharya	Special Invitee	
25	Dr. Swati Namdev	Special Invitee	
26	Dr. Neena Gupta	Special Invitee	
27	Dr. Manik Sharma	Special Invitee	
28	Dr. Neetu Sharma	Special Invitee	

**Career College Bhopal**  
**Session 2022-23**  
**IQAC Meeting Minutes**

The 3rd meeting of the **Internal Quality Assurance Cell** for the academic year **2022-23** was held on **06/04/23** at **12.00 noon**. Dr. Swarnagini 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 given by Dr. Anjali Choudhary Director IQAC.

S. No.	Agenda	Minutes	Action Taken
1	Review of previous IQAC meeting held on 13/01/23	The minutes of previous meeting was read by chairperson Dr. Charanjit Kaur.	As per the minutes action taken report is briefly discussed.
2	Review of Skill Development Courses	Dr. Jaswinder Mehta, Head, Criterion I, briefed the status of s	Dr. Jaswinder Mehta, Head, Criterion I, briefed that skill courses have been completed.
3	Review of Certificate Courses	It was discussed during the meeting that every department should submit the status of completion certificate courses offered	Students have completed IIT Bombay certificate course, NSQF. Short term certificate programmes like Yunus Social Business, Bajaj Finserv's CPBFI etc. is in process and will be planned for the upcoming session 2023-24.
4	Review of curriculum enrichment	Discussed during the meeting that dept. has to complete their planned activities.	Curriculum based webinars, workshops, video lectures visits etc., have been conducted by different departments.
5	Review of student centric Teaching Learning methodologies	Dr. Swarnagini Sinha, Head, Criterion II, briefed about the adoption of flip classroom and enquiry-based teaching. Dr. Sinha briefed that external visits have been organized by different departments. Mr. Ghosh said more industry connection is needed for providing practical exposure especially in Computer Science.	Dr. Sinha briefed that forty-two guest lectures were conducted by different departments. Apart from these different activities are conducted by different departments the number of the same rises to seventy
6	Remedial Classes	II CCE has been conducted and accordingly the remedial class of the same will be organized in April. For remedial class, allow the students who perform well to take remedial session from same class and it should be one to one communication.	All the departments were instructed to do the same and the time table was implemented and it was conducted smoothly.
7	Review of Outcome based Education	Criteria 2 head discussed the status of University result and the strategies for the attainment of OBE	The University results and the placements of the institute is very promising which reflects the positive outcome-based education.
8	Preparation for Admission 23-24	Admission 2023-24, to publicize the admissions: CRM, ERP, Social Media coverage, College Chalo Abhiyan and WhatsApp message will be initiated.	The process in this direction was initiated. By April last week the allotted work will be completed

9	Exploring of Research Projects with various Govt and Non-Govt. agencies.	Dr. Ruchi Dubey Sharma, Head, Criterion – III briefed that student’s group will be formed and digital awareness will be spread among the supportive staff of the college. Evaluation should be done by external guests. Daily post class feedback from students is essential. It was discussed that the status of activites completed till date.	A total of 4 research projects were carried out by different departments sponsored by BIRAC.
10	Review of workshops and Seminars department wise.	Dr. Ruchi briefed the status of workshop and Seminar are conducted by all the departments.	A total of 32 workshops, trainings and seminars were conducted by all departments.
11	Reniew of Books and Publication.	Total nine publications and acceptance are underway for five research papers. Total five books are published. Three books are under-process for publication.	All the faculty members were instructed to publish their research work in a reputed journals.
12	ISR activities with Govt. organisations and NGOs.	ISR activity should be done through Govt. Organisation. Mr. Ramandeep Singh said, Community outreach projects to spread awareness. He emphasized to Measure progressive outcome.	A total of 47 activities were conducted by all departments.
13	Requisition of books as per NEP	Dr. Anamika Dubey, Head, Criterion IV, briefed that books were ordered and received.	Books are purchased according to NEP, renewal of data done
14	Expansion of Infrastructure in terms of class rooms and other facilities	Discussion on regular Campus Maintenance and IT infrastructure was held for updating its status Shri Manish Rajoria said, expansion of overall infrastructure process is underway.	As per the requirement, the new classrooms has been under construction
15	Enhancement of IT infrastructure	Discussion on existing classroom status for enabling them with ICT facilities was held	IT infrastructure has been modified as per the requirement.
16	Library status	It was discussed during the meeting that every department should submit the status of library which helps in the improvement	All the departments heads were instructed to do the same with the help of student feedback.
17	Resource requirement for the session 23-24	Discussed during the meeting that dept. has to submit their requirements for the coming session.	Instructions were given to all dept. to submit the requirement by 30th May.
18	Formulating Career Guidance cell	Dr. Reena Antony, Head, Criterion V briefed, that Cell has been reconstructed. Suggested that the college has to become a nodal point as career guidance cell both. Full time dedicated career counsellors should be recruited One should be a psychologist and another trained and experienced career counsellor.	Career Guidance Cell has been constituted.

19	Organising Alumni Annual Meet	Discussed to find students from FB & LinkedIn for Alumni Suggested to Update Alumni database	Alumni meet will be on Hybrid mode and will be conducted on 09.04.2023.
20	Preparation of NAAC sponsored IQAC Seminar	Dr. Priyanka Kurup Nair, Head, Criterion VI, briefed that Brochure for the seminar is finalized. The seminar related details and information has been communicated to Higher Education.	Principal reviewed the preparation of NAAC sponsored seminar which is going to be organize on 19th May
21	External Academic Audit	As soon as we end this session, the date and the name of the external auditors will be finalized with the consent of respected Principal mam and the IQAC cell.	For conducting Environment/Green/Energy Audit quotations from different agencies were called.
22	Review of Faculty Development Programmes.	Dr. Priyanka briefed that in this session 2022-23, till now total seventeen faculty development programmes for Teaching faculties – seventeen out of which nine programmes were for non-teaching. Some more FPD's as per criteria wise will be planned by the respective heads of the department and will be organized before we end this session. Mr. Pradeep Ghosh said that the schedule of the FDP should be planned in such a way that it must include two days for general management and three days for technical management. Mr. Ghosh said psychology-based topics should be incorporated in the FDP. Take different speakers for different days and involve industry experts. The FDP must be planned depart wise and make it compulsory for the faculty members.	Under the guidance of Respected Principal mam, Director sir and IQAC cell two consecutive FDP series will be planned between April to June 2023. A total of 27 faculty member attended FDP organized by other institutions and HRDC.
23	Review of value- based activities	Dr. Suparna Ghosh, Head, Criterion VII, briefed that value-based activities are conducted so far.	A total of 27 activities has been completed till date by Women Empowerment Cell, PADC, NSS, NCC etc.
24	Energy Audit	Discussed the process of energy audit and emphasized its importance	Energy audit Club has been formed and very soon audit will be done.
25	Green Audit	Discussed that the Green cluster has already submitted the report for the Green audit	Green Audit is conducted.

*Dr. Pradeep Ghosh*  
10/4/23

*Dr. Priyanka Kurup Nair*  
10/4/23

# IQAC Meeting 06/04/2024





## Internal Quality Assurance Cell

Session 2022-2023

// Notice//

Date: 26/06/2023

This is to inform all the members of IQAC that meeting will be held on 28/06/2023 at 11:30 a.m. in Conference room. Following Agenda will be discussed in the proposed meeting of IQAC.

**Criteria I** Barkatullah University, Bhopal & Madhya Pradesh Medical Science University, Jabalpur  
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  
Conferral of Autonomous status-review and preparation

### Criteria II

Pedagogical Practices

### Criteria III

Research Evaluation and Impact Assessment

### Criteria IV

Learning Resources and Infrastructure

### Criteria V

Monitoring Student Progression


### Criteria VI

Faculty Development by incorporating AI technology

Documentation and preparation of 4<sup>th</sup> Cycle accreditation process

### Criteria VII

Bench-marking for best practices

  
26/6/23  
Dr. Anjali Choudhary  
Director, IQAC

  
Dr. Charanjit Kaur  
Principal

# IQAC Meeting Minutes

Date: 28/06/2023

Venue: Conference Hall

Time: 11.30 AM

## Members Present in the meeting

S.No.	Name	Designation IQAC	Signature
1	Dr.Charanjit Kaur	Chair Person	V. K. 28/6/2023
2	Dr. Anjali Choudhary	Director	Anjali Choudhary 28/6/23
3	Dr.Swarna Sinha	Coordinator	Swarna Sinha
4	Mr. Manish Rajoriya	Member from Management	Manish Rajoriya
5	Prof. Pradeep Jain	Member from Management	Pradeep Jain
6	Mr. Pradeep Ghosh	Industry Representative	Pradeep Ghosh
7	Mr. Raman Deep Singh	Member from Local Society	Raman Deep Singh
8	Dr.Suparna Ghosh	Senior Administrative Officer	Suparna Ghosh
9	Dr. Sanjeev Gaur	Administrative Officer	Sanjeev Gaur
10	Dr. Reena Antony	Administrative Officer	Reena Antony
11	Dr. Anita Bhadoria	Teacher Representative	Anita Bhadoria 28/06/23
12	Dr. Namrata Ganguly	Teacher Representative	Namrata Ganguly
13	Dr. Priyanka K Nair	Teacher Representative	Priyanka K Nair
14	Dr. Deepali Behere	Teacher Representative	Deepali Behere 28/6/23
15	Dr. Jaswinder Mehta	Teacher Representative	Jaswinder Mehta
16	Dr. Anamika Dubey	Teacher Representative	Anamika Dubey
17	Dr. Ruchi Dubey Sharma	Teacher Representative	Ruchi Dubey Sharma
18	Dr. Anita Singh	Teacher Representative	Anita Singh
19	Dr. Rakhi Saxena	Teacher Representative	Rakhi Saxena
20	Dr. Neena Gupta	Teacher Representative	Neena Gupta
21	Dr. Swati Namdev	Teacher Representative	Swati Namdev
22	Dr. Romsha Sharma	Teacher Representative	Romsha Sharma
23	Dr. Ruchi Acharya	Teacher Representative	Ruchi Acharya

**Career College Bhopal**  
**Session 2022-23**  
**IQAC Meeting Minutes**

The 4th meeting of the Internal Quality Assurance Cell for the academic year 2022-23 was held on **28/06/2023** 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 06/04/23	The minutes of previous meeting was read by chairperson Dr. Charanjit Kaur.	As per the minutes action taken report is briefly discussed.
2	Conferment of Autonomous status- review and preparation	<ul style="list-style-type: none"> <li>• Dr. Jaswinder Mehta, Head, Criterion I, briefed that planning on various committees and other statutory requirements are in process with regard to autonomous status.</li> <li>• Dr. Mehta briefed about the curriculum design and how it will be reviewed further to know its relevancy, alignment with industry standards and incorporation of emerging trends.</li> <li>• Dr. Jaswinder stressed to know the effectiveness of existing courses, evaluation will be conducted and if required modifications will be proposed to the same.</li> <li>• For a wider horizon, inter-disciplinary and experiential learning opportunities will be incorporated.</li> <li>• Shri. Pradeep Ghosh insisted IQAC team to register on the 'Professor of Practice' which is a UGC initiative.</li> <li>• Shri. Manish Rajoria suggested to practice case study from the right from college time.</li> <li>• He also suggested to undertake case study of different educational institutions.</li> <li>• Shri. Pradeep Ghosh suggested that Artificial Intelligence will give you everything but right now it cannot work on designs and logical thinking so faculties can work on this aspect.</li> </ul>	<p>Establishment of various committees have been done.</p> <p>Curriculum Design and review of some subjects have been done in meetings of BOS and some are in process.</p>
3	Pedagogical Practices	<ul style="list-style-type: none"> <li>• Dr. Swarnagini Sinha, Head, Criterion II, briefed about the importance of learner-centric AI enabled methodologies.</li> <li>• Dr. Sanjeev Gour briefed that Dept. of Computer Science will start certificate course on AI.</li> <li>• Mr. Ghosh suggested project based evaluation is better.</li> </ul>	<p>The college has made conscious efforts to incorporate AI modules in the syllabi of all Programs in BOS</p> <p>Also, designed a certificate course on Artificial Intelligence, got it approved by BOS and starting from this session.</p>



4	Research Evaluation and Impact Assessment	<ul style="list-style-type: none"> <li>• Dr. Ruchi Dubey Sharma, Head, Criterion – III stated a mechanism will be developed to analyse the quality and impact of research output.</li> <li>• Dr. Ruchi also briefed on how to track research publications, citations and other indicators of research impact.</li> <li>• Shri Manish Rajoria emphasized whatever research we are doing we need to express it to outer world.</li> <li>• Mr. Ghosh suggested engage Alumni in research for writing drafts.</li> <li>• He pointed to contact Alumni faculty members and Alumni student member.</li> <li>• Mr. Ramandeep stressed that AI should be used a tool and not for one's professional intelligence.</li> <li>• He emphasized to manage time efficiently and promote ideas properly.</li> <li>• Shri. Manish Rajoria pointed to read and understand Artificial Intelligence.</li> </ul>	<p>The program has been initiated at the nearby Govt. School to teach students as well as the supporting staff.</p> <p>One Project has been submitted for “Sparsh Centre” DBT, by dept of Chemistry. A few projects are under process. Some projects are in the prototypic stage to be submitted to the BIRAC call.</p> <p>Some of the departments have conducted Workshops &amp; Seminars and some are in process. Each and every one has involved PG students in Workshops.</p> <p>Around 20 quality Research papers and more than 6 books have been published from different departments, some are in press.</p> <p>ISR activities with Karkinos are in progress to aware adults in ‘Basti’ regarding the need for medical diagnosis (around 10 activities have been completed so far)</p>
5	Learning Resources and Infrastructure	<ul style="list-style-type: none"> <li>• Dr. Anamika Dubey, Head, Criterion IV, briefed about the availability and accessibility of learning resources such as libraries, laboratories, digital materials and online platforms for upcoming academic session.</li> <li>• She also put forth how maintenance and upgradation of infrastructure is regularly monitored to create an optimal learning environment.</li> <li>• Shri. Manish Rajoria stated we have come a long way by expanding our infrastructure such as smart-class, equipment, animation lab, new classroom, library is upgraded regularly and AI lab is also set up but, still a long way to go in terms of infrastructure.</li> </ul>	<p>Assess the enhance the availability and accessibility of learning resources such as libraries, laboratories, digital materials and online platforms for the upcoming academic session.</p> <p>Insure the maintenance and up gradation of infrastructure to create an optimal learning environment.</p>

6	Monitoring Student Progression	<ul style="list-style-type: none"> <li>• Dr. Neena Gupta (Co-head) criterion V briefed about student progression, retention rates and academic performance.</li> <li>• She also briefed about student progression and implement interventions.</li> <li>• Mr. Ramandeep Singh suggested for progression, follow- up is necessary. This progression is to be mandated right from the date of admission.</li> <li>• Shri. Manish Rajoria suggested to use AI tool to fill admission form</li> <li>• Shri. Rajoria suggested after result declaration mentor needs to talk to students so that they can analyse the reason behind their failure to obtain good marks. Feedback is necessary both for students and parents.</li> <li>• Mr. Ghosh suggested psychometric tests also can reveal a lot about students progression.</li> </ul>	<p>Tracking and monitoring is been done at regular intervals by mentors of each class.</p> <p>Guidance to students was given for progression to higher education through personal counselling by mentors and guest lectures.</p>
7	Faculty Development by incorporating AI technology	<ul style="list-style-type: none"> <li>• Dr. Priyanka Kurup Nair, Head, Criterion VI, briefed that Faculty development programmes will be conducted by incorporating AI Technology.</li> <li>• Dr. Priyanka briefed that FDP are conducted to enhance faculties teaching skills, instructional strategies and assessment practice.</li> <li>• She stated through this FDP programmes a culture of continuous learning is observed which is required for effective teaching and evaluation.</li> <li>• Mr. Ghosh suggested for regular progression of FDP. If five people think, they need time management counselling then only those 5 faculties must be targeted.</li> <li>• Personal Counselling to faculties can be provided if anyone finds it difficult to manage their personal and professional life.</li> <li>• Mr. Pradeep Ghosh said for faculty development programme, identify specific group of people for specific purpose.</li> <li>• He stressed for bench-marking exercises, connect with other institutes.</li> <li>• He also emphasized to reduce the number of seats for NIRF ranking.</li> <li>• Try to connect with industry personnel for ED cell</li> <li>• YSBC needs to be strengthened more as we are doing it but not publicizing it in a proper way.</li> <li>• He pointed, through ED and YSBC we can do wonders.</li> <li>• NAAC module of ERP can be more functional</li> </ul>	

8			<p>□ Faculty Development programme on basics of AI technology was successfully conducted. While some other programme based on AI will be planned soon.</p> <p>□ Respective Criteria heads prepared activity proposed planner which includes how, who, where, when the activities of the criteria will be conducted.</p>
9	Documentation and preparation of AQAR 2021-22 and 4 <sup>th</sup> Cycle accreditation process	<p>Dr. Nair briefed review of AQAR for the session 2021-22 is underway.</p> <ul style="list-style-type: none"> <li>• She briefed that maintaining records of quality assurance initiatives, SOP's and data templates will be analyzed.</li> <li>• Dr. Priyanka put forth that entire process of NAAC will be streamlined in a way so that timely submission of required documentation and report will be submitted.</li> <li>• She also stated about conducting bench-marking exercises to compare the institutions performance with other reputed institutions.</li> </ul>	<p>AQAR for the session 2021-22 was uploaded successfully. Maintaining records of quality assurance initiatives, SOP's and data templates are in progress.</p> <p>A unique exercise named Activity Proposed Planner (APP) is being prepared by all the Criterion heads/Co-head to address how the work will be performed so that proper review can be achieved.</p> <p>Entire process of NAAC will be planned and streamlined in a way so that timely submission of required documentation and report will be submitted.</p>
10	Bench-marking for best practices	<ul style="list-style-type: none"> <li>• Dr. Suparna Ghosh, Head, Criterion VII, briefed that we regularly review and update the best practices to reflect emerging trends and innovations.</li> <li>• She stated we identify, areas where the institution can learn from or adopt best practices from bench-marked institutions.</li> <li>• Overall suggestion for IQAC meeting dated 28/06/2023 by Mr. Pradeep Ghosh is to hire any good marketing agency.</li> <li>• For FDP, psychometric tests can be conducted.</li> <li>• Mr. Ghosh suggested for climate resilience the term, whole world is talking about, try to involve students.</li> </ul>	<p>Departments are doing cancer awareness community services for common people in association with Karkinos and Basti clinic.</p> <p>As initiative faculty members are preparing their selves for more and more research projects. One project has been submitted to SPARSH BIRAC by Dr. Shweta Sharma, Assistant Prof. Department of Chemistry. Various students projects are in pipeline for submission in BIRAC.</p>

*[Handwritten Signature]*  
30/6/23

*[Handwritten Signature]*  
30/6/23

# IQAC Meeting 28/06/2023

