

Minutes of 1st IQAC Meeting 2018-19

Venue: Library

Date - 11/07/2018 at 2:30pm

The Members present for the Meeting

1. Chairperson-Prof .Zubeda Begum, Principal
2. Prof .Sabiha Zubair ,Vice- Principal
3. Co-ordinator –Dr. M.S.Vidya ,H.O.D, Kannada and members
4. All HODs' and Conveners of various Departments and Cells

Meeting started with a welcome note by IQAC Asst. Co-ordinator Ms.Syeda Tabassum, H O D of Commerce

Agenda

- ✓ To discuss about the academic activities for the year 2018-19
- ✓ Preparation of the Calendar of Events for 2018-19
- ✓ Discussion about the Students' Council Election and Inauguration of the same for the academic year 2018-19
- ✓ Result Analysis of U.G of the even semester
- ✓ About the various programs and activities to be specially conducted for the NAAC
- ✓ Any other points to be discussed.

PROCEEDINGS OF THE IQAC MEETING

- ✓ Prof .,Zubeda Begum, Principal ,discussed the overall performance of IQAC for the academic year 2018-19.Reviewed performance of the previous year, she also instructed the faculty members that curriculum development should be planned immediately
- ✓ I QAC Co-coordinator ,Dr.M.S.Vidya insisted the HODs and Conveners of various Cells along with the curriculum planning ,innovative programs should be started as it is the need of the hour and NAAC visit is also expected in the same academic year.
- ✓ Orientation program was planned for the fresher's in UG course.
- ✓ Discussion about the presentation of PPTs'of various criteria by faculty members took place as many changes should be done by the time of the Peer team
- ✓ Thrust areas for quality enhancement were identified current academic year
- ✓ Discussion about Herbal garden, Audio- visual aids, Digital Marketing course, Coaching classes for the competitive examinations was done.
- ✓ NSS Officer was instructed to organize various programs with the help of the NSS members
- ✓ The HODs' and Conveners' of various Cells' were instructed to keep all the documents ready of 5yrs for the NAAC upload.
- ✓ H.O.D's were instructed to prepare the plan of action for the coming semester with the help of the faculty members.
- ✓ It was informed to organize lecture programs by Prerana and Manini Cells, Audio visual presentation by Anti-ragging & Suraksha cell, Career Guidance and Training Program by Pehchan.

The Principal and IQAC advised the HODs and Conveners to complete the given work on time.

Vote of Thanks was proposed by Ms. Noor Ayesha, Deputy Co-ordinator, IQAC

Minutes of 2nd IQAC meeting

2018-19

Venue: Library

Date: 03/01/2019 at 2:30pm

The Members present for the Meeting

1. Chairperson-Prof .Zubeda Begum, Principal
2. Prof .Sabiha Zubair ,Vice- Principal
3. Co-ordinator –Dr. M.S.Vidya ,H.O.D, Kannada and members
4. All HODs’ and Conveners of various Departments and Cells.

Meeting started with a welcome note by IQAC Asst. Co-ordinator Dr. Syeda Tabassum, H O D of Commerce.

Agenda of the meeting

- ✓ Review of students’ performance in 1st, 3rd and 5th semester.
- ✓ Discussion about the preparations for NAAC PEER TEAM visit.
- ✓ Discussion about the Mock NAAC visit.
- ✓ To organize Industrial visit.
- ✓ Discussion about the various duties to be allotted to the faculty members at the time of visit of NAAC.
- ✓ Planning of cultural activities during NAAC visit.
- ✓ Propose to organize Parent teacher meeting, Alumni meeting.
- ✓ College Day and Graduation Day.
- ✓ Placement programs to be organized.
- ✓ Any other.

PROCEEDINGS OF THE IQAC MEETING

- ✓ Prof .,Zubeda Begum, Principal, discussed the overall activities conducted under IQAC for the academic year 2018-19
- ✓ All the HODs presented in brief the distribution of workload that was finalized in the departmental meeting. They also presented subject wise road map for the approval of the IQAC.
- ✓ Result analysis of the previous examinations was done by respective departments. Principal congratulated the faculty members as the results were good.
- ✓ Discussion about the Remedial coaching classes that were organized for slow learners before the practical examinations took place.
- ✓ Principal requested the time table committee to prepare master time table for the ongoing semester
- ✓ The teachers were instructed to conduct Peer teaching and Peer Learning in all the courses regularly.
- ✓ Preparations for the NAAC PEER TEAM visit was discussed in detail as the dates were announced.
- ✓ Dates were also fixed for the Mock NAAC visit.
- ✓ More number of Health awareness programs, Career guidance programs, Skill development programs and Personality development workshops were decided to be organized.
- ✓ The conveners of Parents Teachers Cell and' Sangama' –Alumni Cell were instructed to organize meetings. They were also told to invite more number of members and encourage them to participate actively.
- ✓ It was also decided that more number of herbal plants should be planted by' Vana-Belaku' cell in Dhanvantri Vana
- ✓ College day and graduation day was planned.

The Principal advised all the faculty members' to take maximum care and responsibilities by completing all the work given to them. The IQAC co ordinator instructed the conveners to involve maximum number of students in all the activities.

The meeting concluded with formal vote of thanks proposed by Dr. M.S. Vidya, IQAC Coordinator.