



SANT HIRDARAM GIRLS COLLEGE, BHOPAL
Internal Quality Assurance Cell
Minutes of Meeting



VENUE: Room no. S-8

Date: 04-07-2020

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Review of the academic year 2019-20	Discussion was held to review the activities of college in the academic year 2019-20. It was decided that all the departments will be asked to submit their activity reports to the IQAC.	Different departments have been asked to submit their activity reports to the IAQC Cell in the prescribed format.
Online classes	During discussion, it was advised to start online classes for different UG and PG courses from the first week of July.	Online classes for different UG and PG courses commenced from 6 th July 2020.
Planning for the academic session	Planning for the academic session 2020-21 was discussed and it was decided to prepare academic planner and time table for the new academic session.	Academic planners and time table were prepared.
Placement strategy during COVID period	With mutual consent, it was decided that Training & Placement Cell should organize online campus selection drives to continue with the Student's Placements.	Training & Placement Cell is continuously engaged in organizing various placement drives with various companies and many students got placed.
Website updation	It was advised to update the current website of the institution to make it more user-friendly.	The process of updation is up-to-the mark and new website will be launched soon.
Certificate Courses	It was discussed to take the benefit of courses by faculty members and to motivate the students for the same.	Most of the faculty members have enrolled for courses on SWAYAM, NEPTEL. Many have completed their courses. Some of the students have also completed certificate courses.
Composition of IQAC	It was suggested during the meeting that Composition of IQAC should be revised from the coming session.	Composition will be revised very soon. Management is working upon it.
Safety protocol for return-to-campus	Measures to ensure safety of entire staff members after unlock were emphasized.	Regulatory safety measures have been issued. Foot operated sanitization machines have been installed at various points in the campus. The authorities ensure no entry without mask and regular sanitization of entire campus.



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VENUE: Room no. S-8

Date: 15.01.2021

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Capacity building programme.	IQAC to organize capacity building programmes.	A webinar on “Research Paper Writing in Contemporary Environment” will be organized on 6 th February 2021
Departmental action plans	Departmental action plans to be endorsed by IQAC	It was noted by the IQAC members
Purchase committee	Purchase committee to work with IQAC and monitor all purchase of the departments.	Purchase Committee was instructed to do the needful.
Innovations and best practices	Innovations and best practices to be taken up by IQAC for upcoming NAAC Accreditation.	All the Departmental Heads were informed regarding the same and will submit it in First week of April.
Feedback mechanism	Feedback forms taking different parameters to be prepared – eg. Stakeholders, Infrastructure, Motivational Sessions, Teaching and Learning, Practical’s etc.	Feedback Coordinators were informed and they were instructed to present result of feedback as bar graphs / pie chart.
Orientation of newly appointed faculty members	Role of IQAC to orient newly appointed fresher’s in the college.	It was noted by the IQAC members
Mentor-mentee system	To promote mentor-mentee system- IQAC will conduct capacity building programme on the topic - “How to prioritize your work-Decentralization of work”	Department of Education was instructed to organize Faculty Development Programme in context to NEP 2020



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VENUE: Room no. S-1

Date: 5.04.2021

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
National Webinar on “Quality Mandates for NAAC accreditation” by IQAC	Titles and themes were proposed for the upcoming National Webinar.	The title of the conference “Accreditation, Ranking and Quality: A Paradigm Shift for Strategic Enhancement of Higher Education in India” and its sub-themes were approved.
Framing of Committee members for the National Webinar.	Proposed planning Committee, their respective in-charges and various duties assigned were discussed.	Amendments were incorporated in the various committees framed.
Finalization of Academic and Administrative Audit format	Checklist of Departmental Documents and Marking Sheet for the Internal Academic and Administrative Audit was proposed for approval.	The Academic Audit Format was Redrafted and Relevant Modifications were Imbided.
Conduction of Internal Academic Audit in the month of May	Committee was finalized for the Internal Academic Audit and a tentative schedule was proposed for the same.	A ten days schedule was prepared for the month of May during which Internal Academic Audit will be conducted for one department per day.
Admissions for the sessions 2021-2022	New Brochures would be designed for achieving admission target for 2021-22	Each Department and all Functional Units of the College will Design a PPT Template displaying the best glimpse of the department/Functional Unit.
Stock Verification	A Notice to be circulated from IQAC regarding Stock Verification	Items which are in non-working condition were proposed for Condemnation.
Innovations and Best Practices to be taken up by various departments for upcoming NAAC accreditation.	Points on Innovations and Best Practices were submitted by the all the Departments	Suggestions were noted and relevant rectifications will be done by the respective Departments.



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VENUE: Virtual Meet

Date: 16.4.2021

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
To provide a common language for teachers to discuss and exchange learning and assessment methods, an Interactive Webinar should be conducted.	Various options were suggested including relevant topics for the webinar and the theme was finalized.	An Interactive Webinar on “Bloom's Taxonomy to Write Effective Teaching-Learning Outcomes” on 20 th April 2021 was organized.
Intellectual Property Rights (IPR)	CA. Charanjit Malhotra, Director Finance, Emerald Ministrations Pvt. Ltd was finalized as Resource person for the Webinar.	Webinar on “Intellectual Property Rights” was organized on 20/06/2021 (Sunday).
Communication in English language in College premises	Teachers and students should communicate in English only.	Notice regarding the same has been circulated.



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VENUE: Virtual Meet

Date: 10.5.2021

Following minutes were discussed in the meeting

Agenda	Minutes	Action Taken Report
Virtual National Conference on Quality Issues in Higher Education in the Revised Accreditation Framework (RAF) for NAAC	Titles and themes were proposed and finalized for the Conference. The speakers were suggested. Also, the schedule of the conference was discussed along with other prior requisites.	“Accreditation, Ranking and Quality: A Paradigm Shift for Strategic Enhancement of Higher Education in India” on 29th May 2021 (Saturday) was organized.
Talk on “COVID Emotions” should be organized	In order to motivate the students during this challenging time of Pandemic, an expert talk needs to be organized for students seeking strategies to overcome with their anxieties and frustrations.	A Virtual Expert session was taken by Dr. Dalima Parwani on “COVID Emotions” on Saturday, 15 th May, 2021. The session aimed towards motivating the students during this challenging time of Pandemic. The students interacted with the speaker with their fears and received the relevant suggestions.

<p>Emphasized upon Trainings and Placements</p>	<p>The meeting focused upon Placements of students and providing trainings which would further prepare the students for industry.</p> <p>Ms.Anupa Muhandirange, Deputy Director, Ministry of Education, Sri Lanka. Was finalized as the keynote speaker for an upcoming webinar on interview skills.</p>	<p>On 18th May, Tuesday, Training & Placement Cell organized a Webinar on the topic Interview Skills.</p> <p>On 20th May, 2021, Thursday, a campus drive initiative by Sutherland was attended by UG & PG Final Year students of our college.</p> <p>On 2nd June, Wednesday, a Webinar on “Cruising The Way to Your Next” was organized. The Keynote Speaker was Mr. Mayank Jain, Business Analyst and Data Consultant.</p>
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