Internal Quality Assurance Cell
Vardhaman College, Bijnor

Meeting   :   6th Sept., 2018

Venue   :   Principal's Office

Agenda   :   POA for Academic session 2018-19

Minutes of the meeting

1. Introduction of Alumni Mr. Vijay Kumar Goel into IQAC.

2. Introduction & welcome of members by Principal.

3. NRC will be used as multipurpose room like website updating, IQAC meetings etc.

4. Rules & regulations were explained by the co-ordinator to the cell members.

5. The IQAC is open to suggestion.

6. All departments must be connected to the internet.

7. R & D must be emphasized more.

8. All activities must be properly recorded by IQAC.

9. All teachers who are doing/pursuing any academic activity must bring it in the knowledge of IQAC.

10. Feedback by all stakeholders must be properly recorded.

11. AQAR must be submitted to NAAC before December 15, 2018

12. Vardhaman College app must be developed this will ensure the timely submission of feedback.

13. Academic Audit must be done in College, to enhance employability skills.

14. Academic Audit software from GDC must be accessed.

15. Copy of each notice should be marked to IQAC.

16. Profile on website should be dynamic.

17. Suggestion by Alumni: Canteen and Cyber-cafe should be separated.

18. Physical Infrastructure including Ladies Toilet, Dispensary, Canteen and Cyber-cafe must be in proper function ASAP.

19. CMO can be requested to send doctors and nurses on requirement basis.

20. API workshop must be arranged in college.

21. A committee report must be submitted to IQAC.

22. Steps :

    i)   Parents Teacher meeting must be organised at least twice.

    ii) Alumni association must be reactivated more enthusiastically.

23. Wi-Fi campus must be initiated.

24. Solar lights must be installed in College.

25. Photostat machine for Library should be made available.

26. More compost pits should be made in college.

Dr. Reshu Sharma
Recording Secretary
Member, IQAC

Prof. C M Jain
Chairperson, IQAC

Dr. Sunil Kumar Joshi
Coordinator, I Q A C,