

IQAC

Internal Quality Assurance Cell

Vardhaman College, Bijnor

Meeting : 02 (19th Sept., 2018)

Venue : NRC

Time : 2.00 P.M.

Agenda : NAAC Peer Team report Review & website

MINUTES

PART I : Website Maintenance

- All notices must be compiled by P.A. to the Principal in 1 file.
- All Notices must be provided to the website co-ordinator in soft copy i.e. after scan for website update.
- Academic calendar to be uploaded.
- Employee login must be created.
- NAAC certificate must be also uploaded on the website
- Tab of Add on courses must be introduced on website.
- NMICT and National Knowledge Network Connectivity.
- The name of career counselling cell should be changed to career counselling and placement cell.
- Photographs of notable Alumni can be uploaded to Alumni section.
- Proper feedback form should be designed and uploaded to website.
- Proper mechanism for feedback generation must be adopted.

Part II: NAAC Peer Team Review

- Preparation of AQAR for Academic Session 2016-17 & 2017-18
- Details of Students enrolment in ADD-ON Courses.
- Feedback mechanism needs to be systematic for all stakeholders.
- Proper questionnaire must be designed for student feedback/Parents feedback/Alumni feedback etc.
- Parent Teacher Association, composite in nature should be formed (Composite here means inclusive of all the streams).
- Alumni Association should be activated. Funds collected till date must be utilized. Regular Alumni meet must be held.

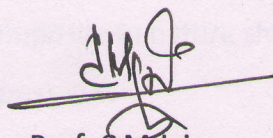
- College should construct ramps with railing or lift for specially challenged students (Divyangs).
- The data of physically challenged students (PWD) must be collected.
- Teacher using ICT tool be directed to keep record of the same.
- Students be directed and encouraged to use e-resources. Proper notice should be circulated to the students.
- Fees bifurcation must be taken from office i.e. fee charged from students under different heads. Whether the College has any provision of seed money.
- College should earmark some funds in the budget to provide some money to support research activities.
- State of the art laboratories must be constructed.
- Faculty must be encouraged for collaborative research.
- Achiever wall/Hall of fame should be constructed.
- Constructive relationship with NGO's should be initiated.
- Industrial visit of the students should be promoted.
- Recent books of publishers should be added in library & no. of titles must be increased.
- Proposal for renovation of reading room must be sent.
- Hostel facility for students must be provided.
- More computer labs should be constituted. Department must be equipped with Advance computer facilities.
- Efforts for setting up language laboratory must be initiated.
- Fire extinguishers must be renewed timely.
- All the expensive laboratory equipments in labs should be identified from the list submitted to Mr. R K Verma by In-charge of Departments.



Dr. Reshu Sharma
Recording Secretary
Member, IQAC



Dr. Sunil Kumar Joshi
Coordinator, IQAC,



Prof. CM Jain
Chairperson, IQAC