

IQAC

Internal Quality Assurance Cell Vardhaman College, Bijnor

Meeting : 02 (17th Jan, 2020)
Venue : Principal's Office
Time : 2.40 P.M.

Agenda:

1. Discussion on final draft of Parent Teacher Association: composition and formation of working committee.
2. Finalization and Implementation of Student's feedback form.
3. Discussion on Alumni Feedback form.
4. Status of AQAR 2018-19

Action Taken/Compliance Report

- 1 Analysis of students' feedback form (Form only) was done, whether it should be online or offline.
 - 2 Keeping NAAC inspection in mind, it was decided that form should be aired online mode Eg. Google forms. Redesigning of form has been suggested.
 - 3 Suggestions on formation of Parents' Teacher association were invited.
 - 4 AQAR data has been collected but the report could not be uploaded online for the session 2018-19, as the site will be opening on 28.03.2020.
- Point-6 The proposal for purchase of Plagiarism software turned down.

ADDITION OF NEW MEMBER

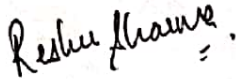
Mr. Ashok Kumar Jain ji has been added as the new member in IQAC, Vardhaman College, Bijnor as the representative from society and Mr. Gaurav Mohan from M.Sc. (Physics) as student Rep.

REVIEW MINUTES OF THE MEETING

1. A body of teachers from college must be constituted to informally invite parents and from PTA.
2. Principal Sir will be asking office administration to provide names of students scoring maximum and minimum marks.
3. The proposed committee tentatively from teachers is
(i) Dr. S.K. Agarwal
(ii) Dr. Divya Jain
(iii) Dr. Nida Khan
4. The size of Google form should be redesigned for student convenience of filling it. It will be done on Jan. 20, 2020. This work will be done by Dr. S.K. Joshi, Dr. Dharmendra, Dr. Reshu, Dr. Juhie and Dr. Nida and Mr. Gaurav.
5. Parents feedback form also has to be redesigned by including the no. of questions to 20 and make it bilingual. This work will be done by Dr. Reshu, Dr. Divya, and Dr. Maneesh latest by Jan. 20, 2020.
6. During the examination period, AQAR will be compiled on fast-track.
7. B.Ed. also must be accredited with the college assessment.
8. A Multi-purpose hall of 2000 sq. Feet must be constructed before NAAC assessment. This is the two foremost requirement.
9. We must work towards office automation, as it is the need of the hour.
10. The due promotion 31.03.2020 of teachers must be processed as per norms.

The meeting was attended by the following members:

- (i) Dr. C.M. Jain (Principal)
- (ii) Dr. S.K. Joshi (Co-ordinator)
- (iii) Dr. S.K. Agarwal (Member)
- (iv) Dr. Sanjay Kumar (Member)
- (v) Dr. Mukesh Kumar (Member)
- (vi) Dr. Dharmendra Yadav (Member)
- (vii) Dr. Reshu Sharma (Member)
- (viii) Dr. Divya Jain (Member)
- (ix) Dr. Juhie Agarwal (Member)
- (x) Dr. Maneesh Gupta (Member)
- (xi) Mr. Ashok Kumar Jain Ji (Social Rep.)
- (xii) Mr. Vijay Kumar Goel Ji (Alumni Rep.)
- (xiii) Mr. R.K. Verma (Member)
- (xiv) Dr. Nida Khan (Member)
- (xv) Mr. Gaurav Mohan (Student Rep.).



Dr. Reshu Sharma
Recording Secretary
Member, IQAC



Dr. Sunil Kumar Joshi
Coordinator, IQAC,



Prof. C.M. Jain
Chairperson, IQAC