

## Internal Quality Assurance Cell

### Vardhaman College, Bijnor

Meeting : 06 (03<sup>rd</sup> Dec., 2018)

Venue : NRC

Time : 2.00 P.M.

Agenda : (i) Processing Methodology of self appraisal reports.

(ii) Collection of remaining self appraisal, departmental and committee reports.

#### MINUTES

- | 1) Required Details         | - | To be Collected By                 |
|-----------------------------|---|------------------------------------|
| NSS Reports                 | - | Dr. Reshu Sharma                   |
| Eco Club                    | - | Dr. Maneesh Gupta                  |
| Seminar & Debate Committee- |   | Dr. Alka Sahoo                     |
| Alumni                      | - | Dr. Reshu Sharma                   |
| Education Dept.             | - | Dr. Reshu Sharma                   |
| Career Counselling Cell     | - | Dr. S.K. Joshi                     |
| R & D Cell                  | - | Dr. Alka Sahoo by Dr. Reshu Sharma |
| Sports & games              | - | Dr. Dharmendra Yadav               |
| Students Welfare            | - | Dr. Divya Jain                     |
| Awards & Activities         | - | Dr. Juhie Agarwal                  |
| Proctorial Board            | - | Dr. S.K. Joshi                     |
- 2) Reminders on phone were passed to the concerned faculty members.
  - 3) AQAR formats from NAAC website have been downloaded to NRC's desktop.
  - 4) AQAR format was thoroughly discussed from point of view of data presentation whether tabular form, descriptive or point wise.
  - 5) Format designing work was discussed.
  - 6) Quantitative data to be collected from reports:
    - (a) FDP attended.
    - (b) Research paper publication with impact factors
    - (c) Orientation Programme
    - (d) Refresher Course
    - (e) Awards received.
    - (f) Ph.D. guided & students registered
    - (g) Ph.D. awarded from institution.

- 7) Descriptive data will be compiled by Dr. S.K. Agarwal along with Dr. Sunil Kumar Joshi and Dr. Reshu Sharma.
- 8) Last date to compile the AQAR and upload online was decided in the meeting as 17.12.2018

The Meeting was attended by the following members:-

1. Dr. S.K. Joshi (Co-ordinator)
2. Dr. S.K. Agarwal
3. Dr. Mukesh Kumar
4. Dr. Dharmendra Yadav
5. Dr. Divya Jain
6. Dr. Reshu Sharma
7. Dr. Juhie Agarwal
8. Dr. Maneesh Gupta
9. Dr. Nida Khan
10. Dr. Sanjay Tyagi

Dr. Reshu Sharma  
Recording Secretary  
Member, IQAC

Dr. Sunil Kumar Joshi  
Coordinator, IQAC,

Prof. C M Jain  
Chairperson, IQAC