

**JANAKI DEVI WOMEN'S COLLEGE, PATNA**  
**PATLIPUTRA UNIVERSITY, PATNA (BIHAR)**

**Minutes of IQAC Meetings**  
**Academic Year 2014-15**

**Meeting :01 :July. 17. 2014**

1. The chairperson presided over the meeting. He threw light on the importance of IQAC, its role & functioning, mainly for NAAC accredited institutions. He said the prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institutions. For this during the post accreditation period, institution need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer team recommendations. He suggested to involve some external members from Employer/Industrialists/Stakeholder from local society to strengthen the IQAC.
2. Discussion held on several observations and final recommendations of NAAC peer team made during 1<sup>st</sup> cycle A&A process were discussed and resolved to implement the recommendations which are under the preview of college.
3. Taking cognizance to one of the observations of NAAC PT under criterion 'curricular planning & implementation the chairperson advised the senior faculty members to represent themselves in BoS of university.
4. The Committee resolved that computer literacy should be given prime importance for the faculties as well as student.
5. Emphasis was given by the committee to start communicative English equipped with Language Lab. The meeting ended with vote of thanks.

**Meeting : 02 : Nov. 20. 2014**

1. Minutes of previous meeting were confirmed.
2. To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities on regular basis, it was decided by the chair that the IQAC members (Faculty) shall be conducting the Internal Audits of all the Departments in 3<sup>rd</sup> week of Jan,2016.
3. Different time slots were allotted to all the Departments wherein they were expected to make a power-point presentation of their department's strengths, achievements, best practices and future plans.
4. Following guidelines were discussed on the basis of which the academic audit would be conducted:-
  - i) Meeting Records
  - ii) Mentorship Week Data
  - iii) Weekly modular program
  - iv) Academic Calender
  - v) FDP/Seminars/Lectures organized, convened and attended
  - vi) Teaching innovative method
  - vii) Resources added during the academic year
  - viii) Publications
  - ix) Teacher's contribution in Committees/Cells/Societies
  - x) Individual Profile of Faculty
  - xi) Work load Allocation
  - xii) Student teacher ratio in theory and practicals/tutorials
  - xiii) Examination Work
    - a) Head Examiner
    - b) Superintendent/Deputy Superintendent/Additional superintendent
    - c) Evaluation work
    - d) Paper setting
    - e) External and internal examiner for practicals

**Meeting : 3 : May 22. 2015**

1. Minutes of previous meeting were confirmed.
2. Reports of Academic Audit forms were discussed.
3. Shortcomings of each department if any, was identified. Meeting with the TICs of the departments was decided to call on April 17,2015.
4. It was decided in the meeting that new rooms should be allocated for NSS, so, the new areas were looked after.
5. Augmentation of Research Labs for Botany and Zoology.

**Academic Year : 2015-16**

**Meeting : 01 : July. 20. 2015**

1. Minutes of previous meeting were confirmed.
2. The overall academic plan and progress of students was reviewed. Result analysis team as formed to analyze the previous year results.
3. Previous teaching-learning process were discussed and the chair agreed for introduction of ICT in classrooms.
4. Modular plans were designed that were to be submitted by each teacher teaching each of the subject.
5. A Research Committee was set up to organize/supervise research-related activities in the college involving and benefitting both students and faculty. Dr. Naveen Kumar Singh was appointed as the convener for the same.

## **Meeting : 02 : Dec. 23. 2015**

1. Minutes of previous meeting were confirmed.
2. Academic Calendar for the next semester was designed, which is to be followed by each department.
3. Guidelines for internal administrative audit were set.
4. The team decided in the meeting to conduct the administrative audit on 16 Feb 2016.
5. Guidelines for administrative audit are as follows:-
  - i) Stock verification of various Departments
  - ii) Application of leave rules – CCL, Medical Leave, Leave Encashment
  - iii) Attendance records
  - iv) PFnorms
  - v) Service Book completion
  - vi) Procedures of Record Keeping
  - vii) Automation/Use of IT/ Computerization of M.I.S.
  - viii) Purchase procedures of various science departments
  - ix) Accounting Audit.

### **Meeting : 03 : May 20. 2016**

1. Minutes of previous meeting were confirmed.
2. Reviewed the administrative audit reports held in April 2016.
3. Discussed in the meeting the need of resource papers.
4. All the members of IQAC were given a resource paper to write.
5. Following is the list of some resource papers to be prepared-
  - i) Mentorship
  - ii) Student Progression
  - iii) Infrastructure & Resources
  - iv) Teaching Learning & Evaluation
  - v) Extension Activities & their Community Impact
  - vi) Leadership & Motivation
  - vii) Placement & Internship Programs
  - viii) Consultancy Services
  - ix) E-Library Resources
  - x) Physical Development & Environment
  - xi) Green Audit
  - xii) Societies and Cell structure
  - xiii) Inclusiveness & Enabling Unit

## Academic Year : 2016-17

### Meeting : 01: July10, 2016

1. Minutes of previous meeting were confirmed.
2. With the permission of chair, decided to conduct few seminars/FDP for the faculty and students of our college.
3. The existing student feedback system was discussed and changes in the form were suggested by the team.
4. Following parameters were to be included in the feedback form–
  - i) Regularity of lectures, tutorials, practicals
  - ii) Use of teaching aids such as projectors, computers
  - iii) Completion of courses
  - iv) Encouragement of questioning and queries in classrooms
  - v) Completion of courses in stipulated time

**Meeting : 02 : Nov. 29. 2016**

1. Minutes of previous meeting were confirmed.
2. Importance of mentorship was discussed. It was decided with the permission of chair to conduct mentorship week, wherein each teacher would be given a set of students to mentor.
3. It was further decided to conduct the program during 2<sup>nd</sup> week of January.
4. Inputs from Library staff was taken to find the gap between their existing knowledge and new technology updated.
5. As library is to automated, so decided to provide basic computer knowledge to the library staff. It was decided that a workshop/training shall be conducted for the non-teaching staff.
6. The team suggested the Department of Botany and Computer Science to conduct FDPs/workshops.



**Meeting : 03 : May 21. 2017**

1. Minutes of previous meeting were confirmed.
2. Reviewed and accepted the IQAC proposal to conduct 30 hours workshop on Computer Awareness for Non-Teaching staff of our college, to be held during 12<sup>th</sup> April 2017 – 16<sup>th</sup> May 2017.
3. Reviewed and accepted the Botany Department proposal to conduct 2 days FDP on Ecology: Modern Perspectives to be held on 12<sup>th</sup> May 2017 and 13<sup>th</sup> May 2017.
4. Reviewed the report on previous year's student's placements and internships.
5. It was decided by the team to conduct an Internship fair for the students with training and placement cell members.
6. The team suggested to organize a seminar on "Management Skills in Office Administration Practices &Advances".

## **Meeting 10: Aug. 21, 2017**

1. Minutes of previous meeting were confirmed.
2. It was decided that a meeting would be called with convener of all the committees on 3<sup>rd</sup> Sep, 2017.
3. Each committee / Club would be required to submit a write-up about their Committee / Club achievements and a brief presentation describing themselves by 17<sup>th</sup> Sep. 2017.
4. Reminded TICs to submit the academic calendar and modular program for the upcoming session July 2018 – June 2019.
5. The dates for mentorship week were finalized to be 10<sup>th</sup> Jan 2018 and 13<sup>th</sup> Jan 2018. Following faculty members were decided to prepare the time slots for the program:-
  - i) Prof. Srinivas Prasad Singh from Department of Chemistry to look for slots for faculties of Science departments.
  - ii) Dr. Vijay Kumar Paswan from Department of Economics to look for slots for faculties of Arts department.

### **Meeting 11 : Dec.05, 2017**

1. Minutes of previous meeting were confirmed.
2. Audit forms of various departments were reviewed. The shortcoming of departments, if any, were identified.
3. Discussed about conduct of Remedial classes for Hindi/English for students. Dr. Naveen Kumar Singh was appointed as the convener for the same. Dr. Vijaymal Baitha from Sanskrit Department were given the responsibility for smooth conduct of the English and Hindi classes respectively.
4. With due permission from the chair, it was decided to start the remedial classes from the next session July 2018.
5. Administrative Audit was decided to be held on 20 Feb, 2018.
6. Previously decided guidelines for the administrative audit were reviewed and finalized.
7. Suggested the Department of Economics to conduct student/faculty development program on financial literacy.

## **Meeting 12 : March 05, 2018**

1. Minutes of previous meeting were confirmed.
2. Administrative audit reports were reviewed. Shortcomings in the system were identified.
3. Recommended the conduct of FDP/Seminars to department of Botany and Chemistry.
4. Reviewed the write-ups and the presentations submitted by the different societies / committee / Clubs of the college.
5. The team suggested with the permission of chair to collect the alumni feedback and the parents feedback regarding the college.
6. Following parameters were discussed for alumni feedback form:-
  - i) College Infrastructure
  - ii) Achievements
  - iii) Contribution of college towards the envision
  - iv) Willingness to deliver guest lectures/motivational talks
7. Following parameters were discussed for parent feedback form:-
  - i) Teaching-Learning Environment
  - ii) Value based education
  - iii) Discipline practices
  - iv) Response and communication with the college
  - v) Provision of career oriented programs