



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

13 July 2015

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 13 July 2015 at 3.30pm at Director/Principal Office. The meeting was presided over by Dr. D.S. Rawat, Principal SRC. The meeting started on a welcome note by IQAC Coordinator, Prof Vijay Kumar Tyagi followed by his Presentation on objectives which include academic session planning, basic purposes, activities, and function of IQAC.

Agenda:

1. Discussing the executions of various function of IQAC.
2. To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative and extension activities on regular basis
3. Planning for Academic Session
4. Academic/Projects/Research work with Collaboration of IIA
5. Association with other Colleges for sharing the knowledge
6. Planning for organisation a Exhibition namely 'ArchExpo and Vision-2015'
7. Review of preparations for International Seminar on Waste Management
8. Orientation Programmes
9. Any other matter

Agenda 1: Discussing the executions of various function of IQAC-

Importance, Roles and functions were presented to members of IQAC by Mr. Vijay Kumar Tyagi, Coordinator IQAC.

All the members were agreed to planning the session for setting quality benchmark.

Agenda 2: To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative and extension activities on regular basis

Dr. D. S. Rawat, Chairperson of IQAC/Principal emphasized on academic mechanism required for efficient and periodic progress. All committee members discussed the current status of administrative processes and strongly recommended the decentralization of academics and administrative activities. Members also stressed on enhancing teaching-learning process in various departments. Mentor faculty members need to attend personal problems of students along with their academic problems.

The members suggested designating Deans and functioning heads for Academics, Administrative, Students Affairs and Research and Development committees.

Agenda 3: Action plan for Academic session 2015-16-

Activities related to IQAC and other academic activities were deliberated with various Heads of Departments, and were focused on how to improvise the quality in terms of academic and outcome based activities. The activities planned for the academic year were-

- 1- To conduct seminars/FDP for the faculty and students of our college.
- 2- Regularity of lectures, tutorials, practicals
- 3- Completion of courses within time
- 4- Use of teaching aids such as projectors, computers etc.
- 5- Encouragement of questioning and queries in classrooms
- 6- Teaching innovative method
- 7- Teacher's contribution in Committees/Cells/Societies
- 8- Workload Allocation
- 9- Student teacher ratio in theory and practicals/tutorials
- 10- Publications
- 11- Placement & Internship Programs
- 12- Introducing new courses

Agenda 4: Academic/Project/Research work with collaboration of IIA-

Working on projects running with SRGC-IIA Mzn collaboration.

Agenda 5: Association with other Colleges for sharing the knowledge-

Working on association with other Colleges for enhancing the academic performance.

Faculty and students exchange for having the knowledge and combined projects.

Agenda 6: Planning for organisation a Exhibition namely 'ArchExpo and Vision-2015' --

Exhibition to be organised by the Department of Fine Arts. Modalities and date to be finalised.

Agenda 7: Review of preparations for International Seminar on Waste Management-

Dr. D.S. Rawat, Principal raised the issue of the preparation for forthcoming International Seminar on 'Waste Management in Muzaffarnagar City' in collaboration with MIT, USA to be organised on 13 & 14 August, 2015. The Principal asked the concerned persons to brief about the preparations done so far in this regard. It is directed to the Ms. Prachi Shrivastava, Organising Secretary, to submit the updated report.

Agenda 8: Orientation Programmes-

Orientation Programmes to be organised Department wise for newly admitted students.

All the departments shall submit the schedule to IQAC.

Agenda 9: Any other matter

- Discussion on Social Welfare Departments' scholarship application form filling procedure. The Scholarship form of State Government/Social Welfare Department is live now on web-portal. Eligible students can fill their form online and submit the final printout to their class teachers along with relevant documents within given time. All Dean/HoD should inform to their students accordingly.
- Discussion on NSS unit construction for Session 2015-16.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The following members were present in the meeting.

Dr. B.K. Tyagi, Executive Director

Dr. D S Rawat, Principal

Mr. Vijay Tyagi, IQAC Coordinator

Mr. Nishant Rathi, Dean, Faculty of Computer Application

Dr. Perna Mittal, Dean, Faculty of Education

Dr. Ashwani Kumar, Head, Department of Bio Science

Dr. Pramod Kumar, Assistant Professor, Department of Physical Education

Dr. Sourabh Mittal, Head, Department of Business Administration

Mr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Vijay Kumar Sharma, Head, Department of Commerce


Mrs. Roopal Malik, Head, Department of Fine Art

Dr. Samrat Singh, Dean Academic, SRCE

Dr. R.P. Singh, Principal, SRCL

Mr. P.S. Bishnoi, OS/AO

Mr. Davendra Chaudhary, Treasurer, SRGC


(Vijay Tyagi)
Assistant Professor/
Coordinator, IQAC



(Dr. D.S. Rawat)
Principal/
Chairman, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC)) ACTION TAKEN REPORT


on the decisions of the IQAC meeting held on 13.07.2015


To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken -

S.No.	Decision	Action taken
1	Discussing the executions of various function of IQAC.	It is already discussed in the meeting, hence no action were needed separately. All the members of IQAC execute the function according to guidelines.
2	To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative and extension activities on regular basis	It was decided by the Principal that the IQAC members (Faculty) shall be conducting the Internal Audits of all the Departments in 3rd week of Dec, 2015.
3	Action plan for Academic session 2015-16 1- To conduct seminars/FDP for the faculty and students of our college. 2- Regularity of lectures, tutorials, practicals 3- Completion of courses within time 4- Use of teaching aids such as projectors, computers etc. 5- Encouragement of questioning and queries in classrooms 6- Teaching innovative method 7- Teacher's contribution in	The overall academic plan and progress of students was reviewed. Academic Calendar for the session was designed as per the guidelines of affiliating University Ch. Charan Singh University, Meerut, which has to be followed by each department and departments make their own activity calendar. All proposed points were covered by each department.

	<p>Committees/Cells/Societies</p> <p>8- Workload Allocation</p> <p>9- Student teacher ratio in theory and practicals/tutorials</p> <p>10- Publications</p> <p>11- Placement & Internship Programs</p> <p>12- Introducing new courses</p>	
4	<p>Academic/Project/Research work with collaboration of IIA Mzn</p>	<p>Some projects are on working under SRGC-IIA Mzn collaboration namely as-</p> <ol style="list-style-type: none"> 1. Research on fuel combinations to achieve higher Calorific Value. 2. Energy Efficiency Audit Surveys, Power Factor Measurement and Improvement, Transformer Efficiency Measurement. 3. Design and Simulation of Computer Aided Machining of Flow Valves and other equipment. 4. Design and Manufacture of Apparatus of Measurement of Static and Dynamic Coefficient of friction on welding wires, wire feed resistance and voltage drops in contact tip during welding. 5. Repair of Variable Frequency Drives.
5	<p>Association with other Colleges for sharing the knowledge and combined projects</p>	<p>Memorandum of Understanding (MoU) signed with CHS College, Khurja, Bulandshahar on 22.07.2015 and some faculty will be exchange for sharing the knowledge.</p>
6	<p>Planning for organisation a Exhibition namely 'ArchExpo and Vision-2015'</p>	<p>The exhibition was organised from 01 Aug. 2015 to 31 Aug. 2015.</p>
7	<p>Review of preparations for International Seminar on 'Waste Management. in Muzaffarnagar City,</p>	<p>Two days International Seminar on 'Waste Management in Muzaffarnagar City' was organised on 13 & 14 Aug. 2015</p>

		successfully.
8	Orientation Programmes	Orientation Programmes for newly admitted students in UG and PG courses were proposed and organised by all departments.
9	<p>Any other matter</p> <ul style="list-style-type: none"> • Discussion on Social Welfare Departments' scholarship application form filling procedure. The Scholarship form of State Government/Social Welfare Department is live now on web-portal. Eligible students can fill their form online and submit the final printout to their class teachers along with relevant documents within given time. All Dean/HoD should inform to their students accordingly. • Discussion on NSS unit construction for Session 2015-16. 	<p>Eligible and interested students were filled and submitted their Scholarship form on prescribed web portal. The detail process for filling the online form already discussed in the meeting.</p> <p>Applications were invited for NSS unit. Interested students submit their applications to Programme Officer. The selection committee was finalised the name of students.</p>


(Vijay Tyagi)
Assistant Professor/
Coordinator, IQAC


(Dr. D.S. Rawat)
Principal/
Chairman, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

12 Sept. 2015

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) with all faculty members was held on 12 September 2015 at 3.00pm at Auditorium of SRC.

Agenda:

1. Review of minutes of IQAC meeting held on 13.07.2015
2. NAAC Peer Team visit
3. Teaching learning process
4. Any other matter

The meeting was presided over by Dr. D.S. Rawat, Principal SRC. The Chairman of IQAC welcomed the member of IQAC and other faculty members.

Agenda 1: Review of minutes of IQAC Meeting held on 13.07.2015-

It was informed that the 1st IQAC meeting was held on 13th July 2015 and the minutes of the meeting were read and approved by the members.

Agenda 2: NAAC Peer Team visit-

The NAAC Peer Team will visit the College soon. The arrangements to be made were discussed and approved as follows-

- All the document files and registers maintained in the departments are to be displayed in accordance with the checklist.
- The PPT on the profile and progress of every department must be submitted to the IQAC on or before 05 Dec. 2015.

- The Coordinators of different Committees must submit their PPTs to the IQAC on or before 05 Dec. 2015.
- The guidelines for NAAC accreditation should be circulated to all faculty members so that they can familiarize themselves with the mandate given at the time of Peer Team visit.

Agenda 3: Teaching learning process-

The following points were discussed and approved-

- To organise workshops on enhancing the soft skill of the students.
- To provide remedial coaching to the slow learner students and help them to score high marks.
- To increase the use of Projectors by the faculty members.
- To motivate students to involve themselves in various activities organised by College Committees time to time.
- To encourage the students to participate in on-campus/off-campus placement drives to get placed.
- To encourage the students interested in sports to participate in the College/University/ North Zone/State/ National/ International competitions.

Agenda 4: Any other matter

- Directional sign boards to be placed at different places in the college as soon as possible.
- The department and their classrooms to be kept clean.
- Toilets, stairs, lobby and play ground also to be kept neat and clean.
- The electricity switches should be kept off when not in use.
- Use of mobile phone is strictly prohibited during the class.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The following members of were present in the meeting-

Dr. B.K. Tyagi, Executive Director

Dr. D. S. Rawat, Principal

Mr. Vijay Kumar Tyagi, IQAC Coordinator

Mr. Nishant Rathi, Dean, Faculty of Computer Application

Dr. Perna Mittal, Dean, Faculty of Education

Dr. Ashwani Kumar, Head, Department of Bio Science

Dr. Pramod Kumar, Assistant Professor, Department of Physical Education

Dr. Sourabh Mittal, Head, Department of Business Administration

Mr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Vijay Kumar Sharma, Head, Department of Commerce

Mrs. Roopal Malik, Head, Department of Fine Art

Dr. Samrat Singh, Dean Academic, SRCE

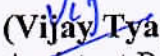
Dr. R.P. Singh, Principal, SRCL


Dr. Poonam Sharma, Dean, SRCM

Mr. P.S. Bishnoi, OS/AO

Mr. Davendra Chaudhary, Treasurer, SRGC

(List of faculty members is attached)


(Vijay Tyagi)
Assistant Professor
Coordinator, IQAC


(Dr. D.S. Rawat)
Principal
Chairman, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

ACTION TAKEN REPORT


on the decisions of the IQAC meeting held on 12.09.2015

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

S.No.	Decision	Action taken
1	<p>NAAC Peer Team visit</p> <ul style="list-style-type: none">All the document files and registers maintained in the departments are to be displayed in accordance the checklist.The PPT on the profile and progress of every department must be submitted to the IQAC on or before 05 Dec. 2015.The Coordinators of different Committees must also submit their PPTs to the IQAC on or before 05 Dec. 2015.The guidelines for NAAC accreditation should be circulated to all faculty members so that they can familiarize themselves with the mandate given at the time of Peer Team visit.	<p>All departmental documents file and registers were arranged according to checklist.</p> <p>The PPTs submitted within the given time.</p> <p>The PPTs of committees submitted within the given time.</p> <p>NAAC accreditation guidelines were circulated as proposed.</p>

2	<p>Teaching learning process</p> <ul style="list-style-type: none"> • To organise workshops on enhancing the soft skill of the students. • To provide remedial coaching to the slow learner students and help them to score high marks. • To increase the use of Projectors by the faculty members. • To motivate students to involve themselves in various activities organised by College Committees time to time. • To encourage the students to participate in on-campus/off-campus placement drives and get placed. • To encourage the students interested in sports to participate in the College/University/ North Zone/State/ National/ International competitions. 	<p>Such workshops were organised by all the departments regularly.</p> <p>Remedial classes were started by each and every department as per need.</p> <p>Faculty member were directed to increase the use of Projectors.</p> <p>Students were take part actively in various activities organised by Institute as well as SRGC.</p> <p>Placement cell actively conducted various on-campus/off-campus drives. Teachers are trying their best to encourage the maximum students.</p> <p>Sports facility in the Institution is established by Physical Education Department. Sports Committee organised various sports tournament at various level.</p>
	<p>Other matters</p> <ul style="list-style-type: none"> • Directional sign boards to be placed at different places in the college as soon as possible. • The department and their classrooms are to be kept clean. • Toilets, stairs, lobby and play ground are also to be kept neat and clean. 	<p>Directional sign boards were placed in the campus as proposed in the meeting.</p> <p>The campus of institution including play ground, departments and classrooms are kept neat and clean.</p>

	<ul style="list-style-type: none">• The electricity switches will kept off when not in use.• Use of mobile phone is strictly prohibited during the class.	It is to directed to all the staff member and students also to switch of the electricity equipments off when they were not in use. Directional notice was placed on all the notice boards to indicate it.
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(Vijay Tyagi)
Assistant Professor
Coordinator, IQAC



(Dr. D.S. Rawat)
Principal
Chairman, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

Date: 26.09.2015

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) with Proctoral Board members, Class Mentors, Deans/Heads of the departments and prefects was held on 26 Sept. 2015 at 3.00pm at Auditorium of SRC.

Agenda:

1. Review of minutes of IQAC meeting held on 12.09.2015
2. Maintaining discipline in the institute
3. Evaluation of Remedial Coaching
4. Evaluation of the internal exam
5. Review of preparation of College Annual function 'Colors-2016'
6. Any other matter

The meeting was presided over by Dr. D.S. Rawat, Principal SRC. The Chairman of IQAC welcomed the member of IQAC, members of Proctoral Board, Deans/Heads of Departments, Class Mentors and Prefects.

Agenda 1: Review of minutes of IQAC Meeting held on 12.09.2015-

It was informed that the previous IQAC meeting was held on 12 Sept. 2015 and the minutes of the meeting were read and approved by the members.

Agenda 2: Maintaining discipline in the institute -

A review of the general discipline in College was made. The existing practices being followed to maintain discipline in the campus were narrated by the Chief Proctor.

Measures to further improve the existing scenario were discussed. The following points were discussed and approved as follows-

- Movement of students in the campus during Teaching hours was taken as a concern.
- Congregation of students in canteen may be the cause of clashes.
- Maintaining an entry register at the Main Gate for outsiders/visitors.
- No entry for the students without uniform and college identity card.
- Students should not be allowed to move around or to go out of the campus during their teaching hours.
- Duty chart of teachers on each floor should be prepared.

Agenda 3: Evaluation of Remedial Coaching -

The following points were discussed -

- Deans/Heads of the Departments explained the working progress of the department.
- Maintenance of the proper record for the remedial coaching classes specifying the details of students with name of teachers handling the class, subject taken and hours.
- Maximum priority should be given to the weaker students.

Agenda 4: Evaluation of the internal exam -

The following points were discussed -

- It was decided that the examination committee should be expanded.
- The courses must be completed by the departments concerned and the internal examination of odd semester should be conducted soon.
- The question paper with paper code should be prepared by the subject teachers and submitted to the Head of Department. The HoDs will finalise the question papers according to syllabus.

- The mark list of the internal examinations must be submitted to the Principal.
- The proper notice of the above mentioned matters should be given to all departments itself.

Agenda 5 : Review of preparation of College Annual function 'Colors-2016'

Principal raised the issue of the preparation for forthcoming College Annual function 'Good Bye 2015 and Welcome 2016 -Colors-2016' a cultural programme, to be organised on 30 & 31 Dec. 2015 and 01 Jan. 2016. The Principal directed to the Coordinator of Cultural Committee to submit the brief about the preparations done so far in this regard. Prof. Vijay Kumar Tyagi suggested the theme 'Women Empowerment' for the annual function.

Agenda 6 : Any other matter

- Mahatma Gandhi and Lal Bahadur Shashtri birthday celebrated as previous years.
- The proposal of Department of Fine Arts to organised One day workshop on 'Sculpture' approved by IQAC.
- The Guest Lectures and Competitions etc. activities to be conducted by various departments according to their activity calendar.

The following members of IQAC and committee coordinators were present in the meeting.

Dr. B.K. Tyagi, Executive Director

Dr. D. S. Rawat, Principal

Mr. Vijay Kumar Tyagi, IQAC Coordinator

Mr. Nishant Rathi, Dean, Faculty of Computer Application

Dr. Prerna Mittal, Dean, Faculty of Education

Dr. Ashwani Kumar, Head, Department of Bio Science

Dr. Pramod Kumar, Assistant Professor, Department of Physical Education

Dr. Sourabh Mittal, Head, Department of Business Administration

Mr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Vijay Kumar Sharma, Head, Department of Commerce

Mrs. Roopal Malik, Head, Department of Fine Art


Dr. Samrat Singh, Dean Academic, SRCE

Dr. Poonam Sharma, Dean, SRCM

Mr. P.S. Bishnoi, OS/AO

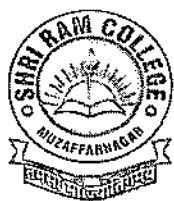
Mr. Davendra Chaudhary, Treasurer, SRGC

(other as per attached list)


(Vijay Tyagi)
Assistant Professor
Coordinator, IQAC



(Dr. D.S. Rawat)
Principal
Chairman, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC)) ACTION TAKEN REPORT


on the decisions of the IQAC meeting held on 26.09.2015


To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken -

S.No.	Decision	Action taken
1	Maintain discipline in the institute <ul style="list-style-type: none">• Movement of students in the campus during Teaching hours was taken as a concern.• Congregation of students in canteen may be the cause of clashes.• Maintaining an entry register at the Main Gate for outsiders/visitors.• No entry for the students without uniform and college identity card.• Students should not be allowed to move around or to go out of the campus during their teaching hours.• Duty chart of teachers on each floor should be prepared.	<p>Movements of the students during teaching hours were restricted.</p> <p>Duties of Proctoral Board members were assigned for canteen during the lunch.</p> <p>Visitor register was prepared and kept at the Main Gate.</p> <p>The entry of the students without proper uniform and college identity card were restricted.</p> <p>Precautions were outlined for follow up.</p> <p>Floor duty chart were prepared.</p>
2	Evaluation of Remedial Coaching <ul style="list-style-type: none">• Deans/Heads of the Departments explained the working progress of the department.• Maintain the proper record for the remedial coaching classes specifying	<p>No compliance required.</p> <p>The records of remedial coaching classes were prepared by each department.</p>

	<p>the details of students with name of teachers handling the class, subject taken and hours.</p> <ul style="list-style-type: none"> • Maximum priority should be given to the weaker students. 	<p>Maximum participation of weaker students in the remedial classes has been assured.</p>
3	<p>Evaluation of the internal exam</p> <ul style="list-style-type: none"> • It was decided to expand the examination committee. • The courses must be completed by the departments concerned and the internal examination of odd semester should be conducted soon. • The question paper with paper code should be prepared by the subject teachers and submitted to the Head of Department. The HoDs may finalised the question papers according to syllabus. • The mark list of the internal examinations must be submitted to the University as well as Principal. • The proper notice of the above mentioned matters should be given to all departments itself. 	<p>The examination committee was expended by Prof. Vikas Kumar as Co-Convener.</p> <p>The date sheet of internal examination was submitted to the Exam Controller by each department.</p> <p>Question Papers were finalised by the Heads of departments.</p> <p>The marks of internal examinations were submitted to the University and Principal of the College.</p> <p>All the departments were properly aware about the procedure.</p>
4	<p>Review of preparation of College Annual function 'Colors-2016'</p>	<p>Annual function of the College were organised on 30 & 31 Dec. 2015 and 01 Jan. 2016 successfully.</p>
5	<p>Any other matter</p> <ul style="list-style-type: none"> • Mahatma Gandhi and Lal 	<p>Mahatma Gandhi and Lal Bahadur Shashtri birthdays was celebrated on 02 Oct. 2015</p>

	<p>Bahadur Shashtri birthday celebrated as previous years.</p> <ul style="list-style-type: none"> • The proposal of Department of Fine Arts to organised One day workshop on 'Sculpture' has been approved by IQAC. • The Guest Lectures and Competitions etc. activities to be conducted by various departments according to their activity calendar. 	<p>with obeisance.</p> <p>One day Workshop on 'Sculpture' was organised successfully on 03.10.2015.</p> <p>Various activities like Guest Lectures, Speech Competition, Writing Competition, Quiz, Collage Making etc. were organised by departments according to their activity calendar.</p>
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(Vijay Tyagi)
 Assistant Professor
 Coordinator, IQAC


(Dr. D.S. Rawat)
 Principal
 Chairman, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) with all the faculty members was held on 13.01.2016 at 3.00pm at Auditorium of SRC.

Agenda:

1. Review of minutes of IQAC meeting held on 26.09.2015
2. NAAC Peer Team visit
3. Any other matter

The meeting was presided over by Dr. D.S. Rawat, Principal SRC. The Chairman of IQAC welcomed the member of IQAC and faculty members.

Agenda 1: Review of minutes of IQAC Meeting held on 26.09.2015-

It was informed that the previous IQAC meeting was held on 26 Sept. 2015 and the minutes of the meeting were read and approved by the members.

Agenda 2: NAAC Peer Team visit -

The work for preparing/arranging the document files according to checklist is still going on and is expected to be completed by 23.01.2016.

The IQAC-Chairman-Director & Principal shared the date of NAAC Peer Team visit to the College-22th to 24th Feb., 2016 with all the members and also the composition of peer team members.

It was suggested to speed up the preparation of departmental documents and necessary steps to be taken to complete the process of Assessment and Accreditation by NAAC Peer Team visit.

The mock presentation of the Departments and Committees works is scheduled soon at IQAC room.

It is suggested to prepare a plan of action for NAAC Peer Team visit on all the individual criterion. All Heads of Departments should interact with faculty members for final preparations.

It is stated that the university has postponed the odd semester professional courses theory and practical examinations. These are now to commence w.e.f. 13th February 2016 and continue until February end. The examinations of traditional courses are likely to commence from the second week of March and continue until the end of April-2016. However, most of our students being in professional courses, the college functioning and academic session shall be briskly on in the second week of April until May end. So it is suggested by IQAC coordinator to request to NAAC office may please be postponed to any dates between 15th April to 15th May 2016.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The following members were present in the meeting.

Dr. B.K. Tyagi, Executive Director

Dr. D. S. Rawat, Principal

Mr. Vijay Kumar Tyagi, IQAC Coordinator

Mr. Nishant Rathi, Dean, Faculty of Computer Application

Dr. Perna Mittal, Dean, Faculty of Education

Dr. Ashwani Kumar, Head, Department of Bio Science

Dr. Pramod Kumar, Assistant Professor, Department of Physical Education

Dr. Sourabh Mittal, Head, Department of Business Administration

Mr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Vijay Kumar Sharma, Head, Department of Commerce

Mrs. Roopal Malik, Head, Department of Fine Art


Dr. Samrat Singh, Dean Academic, SRCE

Dr. R.P. Singh, Principal, SRCL

Dr. Poonam Sharma, Dean, SRCM

Mr. P.S. Bishnoi, OS/AO

(List of faculty members is attached)


(Vijay Tyagi)
Assistant Professor
Coordinator, IQAC



(Dr. D.S. Rawat)
Principal
Chairman, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))


ACTION TAKEN REPORT


on the decisions of the IQAC meeting held on 13.01.2016

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

S.No.	Decision	Action taken
1	<p>NAAC Peer Team visit -</p> <ul style="list-style-type: none">The work for preparing/arranging the document files according to checklist is still going on and is expected to be completed soon.The IQAC-Chairman-Director & Principal shared the date of NAAC Peer Team visit to the College-22th to 24th Feb., 2016 with all the members and also the composition of peer team members..It was suggested to speed up the preparation of departmental documents and necessary steps to be taken to complete the process of Assessment and Accreditation by NAAC Peer Tem visit.The mock presentation of the Departments and Committees works is scheduled soon at IQAC room.It is suggested to prepare a plan of action for NAAC Peer Team visit on	<p>The work of Preparing/arranging the document according to checklist was completed.</p> <p>No need to any action.</p> <p>It is directed to all concerned to complete their work. A letter was also send to NAAC office for fixing the date of Peer Team visit.</p> <p>Mock presentation was done.</p> <p>Plan of action was prepared by IQAC coordinator. Heads of Departments had</p>

<p>all the individual criterions. All Head of Departments should interact with faculty member for final preparations.</p> <ul style="list-style-type: none">• It is stated that the university has postponed the odd semester professional courses theory and practical examinations. These are now to commence w.e.f. 13th February 2016 and continue until February end. The examinations of traditional courses are likely to commence from the second week of March and continue until the end of April-2016. However, most of our students being in professional courses, the college functioning and academic session shall be briskly on in the second week of April until May end. So it is suggested by IQAC coordinator to request to NAAC office may please be postponed to any dates between 15th April to 15th May 2016.	<p>interaction with faculty member.</p> <p>A request letter was sent to NAAC office for change in PTV schedule.</p>
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(Vijay Tyagi)
Assistant Professor
Coordinator, IQAC


(Dr. D.S. Rawat)
Principal
Chairman, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) with all the faculty members was held on 22.02.2016 at 3.00pm at Principal's office. The meeting was presided over by Dr. D.S. Rawat, Principal SRC. The agenda of the meeting as follows-

Agenda:

1. Review of minutes of IQAC meeting held on 13.01.2016
2. Work Progress/Course coverage
3. Attendance Monitoring
4. Feedback
5. Review of Extension Activities and discussion on remaining activities
6. Any other matter

Agenda 1: Review of minutes of IQAC Meeting held on 13.01.2016-

It was informed that the previous IQAC meeting was held on 13 Jan. 2016 and the minutes of the meeting were read and approved by the members.

Agenda 2: Work Progress/Course coverage -

All Heads of Departments present the work progress and course coverage report of their respective departments. The Principal requested all the Heads to explain in detail the Semester-wise/yearly course of studies, Internal Assessment including attendance of each subject, Practical & Tutorial Examinations, Question Pattern & marks distribution to the students.

IQAC Coordinator mentioned that Students will be made aware of the course and program outcome and specific outcomes.

Agenda 3: Attendance Monitoring -

A draft proposal for attendance monitoring system in the college was discussed. It was proposed that the class coordinators would inform to the parents of the students who had failed to meet the University mandated minimum attendance criterion.

Agenda 4: Feedback -

The Chair informed the members that no teachers will be involved in the students' feedback process. Only students having attendance above 75% will be allowed to give feedback. After analysis of the feedback all the Heads will be informed about the findings & necessary steps will be taken for improvement. The date will be finalised for feedback from student on teacher and teaching, feedback from faculty and employee and informed to all Heads of Departments.

Agenda 5: Review of Extension Activities and discussion on remaining activities-

The College has one NSS Unit of 100 volunteers which undertakes extension activities. The college also has Rovers & Rangers Club. The NSS Programme Officer, Dr. Rajesh Kumar Yadav mention that students are encouraged to participate in the awareness programmes like plantations, Shramdan, Voter Awareness, effect of environmental pollution and the need for cleanliness in human welfare. They carried these inputs to the villagers of Sandhawali as a part of the NSS activities. A seven day's special camp was also organised.

Agenda 6: Other Matter

The following points were discussed-

- The Chair told the members regarding the plan of installation of Solar Power plant on the roof of the college. All the members supported the plan .The External members suggested him to place the proposal in the Governing Body Meeting.
- Preparation for submission of Annual Survey Report of Higher Education.
- Planning for new course to introduce in the next academic session.

- Annual Sports
- Placement Drive

There being no other point to discuss and meeting ended with the thanks to the Chair.

The following members were present in the meeting.

Dr. B.K. Tyagi, Executive Director

Dr. D. S. Rawat, Principal

Mr. Vijay Kumar Tyagi, IQAC Coordinator

Mr. Nishant Rathi, Dean, Faculty of Computer Application

Dr. Purna Mittal, Dean, Faculty of Education

Dr. Ashwani Kumar, Head, Department of Bio Science

Dr. Pramod Kumar, Assistant Professor, Department of Physical Education

Dr. Sourabh Mittal, Head, Department of Business Administration

Mr. Ravi Gautam, Head, Department of Journalism and mass communication

Dr. Vijay Kumar Sharma, Head, Department of Commerce

Mrs. Roopal Malik, Head, Department of Fine Art

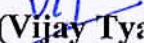
Dr. Samrat Singh, Dean Academic, SRCE


Dr. Poonam Sharma, Dean, SRCM

Mr. P.S. Bishnoi, OS/AO

Mr. Davendra Chaudhary, Treasurer, SRGC

(List of faculty members is attached)


(Vijay Tyagi)
Assistant Professor
Coordinator, IQAC


(Dr. D.S. Rawat)
Principal
Chairman, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))


ACTION TAKEN REPORT


on the decisions of the IQAC meeting held on 22.02.2016

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

S.No.	Decision	Action taken
1	Work Progress/Course coverage	The report with all necessary detail was submitted to IQAC by Heads of the Departments.
2	Attendance Monitoring	The class coordinators would inform to the parents as decided in the meeting.
3	Feedback	Feedback from students on teacher and teaching and feedback from faculty & employee were conducted on 12.03.2016 and 15.04.2016 respectively.
4	Review of Extension Activities and discussion on remaining activities	04 one day and 01 seven day special camps were organised.
5	Other Matter <ul style="list-style-type: none">The chair told the members regarding the plan of installation of Solar Power plant on the roof of the college. All the members supported the plan .The External members suggested him to place the proposal in the Governing Body Meeting.Preparation for submission of Annual	<p>The proposal placed in the Governing Body Meeting.</p> <p>The data was uploaded on AISHE portal.</p>

	<p>Survey Report of Higher Education.</p> <ul style="list-style-type: none"> • Planning for new course introduce in next academic session. • Annual Sports • Placement Drive 	<p>Discussion is going on.</p> <p>Due to unavoidable circumstances the Annual Sports could not be organised this year.</p> <p>On campus/Off campus placement drives were organised by placement cell.</p>
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(Vijay Tyagi)
Assistant Professor
Coordinator, IQAC


(Dr. D.S. Rawat)
Principal
Chairman, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

Date: 18.04.2016

MINUTES OF THE MEETING

As per the notice dated 15.04.2016, a meeting of the Internal Quality Assurance Cell (IQAC) was held on 18.04.2016 at 3.00pm at Auditorium. The meeting was presided over by Dr. D.S. Rawat, Principal SRC. The agenda of the meeting as follows-

Agenda:

1. Review of minutes of IQAC meeting held on 22.02.2016
2. Skill Development for non teaching staff
3. Academic Administrative Audit
4. Parents Teacher meeting and feedback
5. Alumni and Stack Holders feedback
6. Teachers Self Appraisal
7. Result Analysis
8. Any other matter

Agenda 1: Review of minutes of IQAC Meeting held on 22.02.2016-

It was informed that the previous IQAC meeting was held on 22 Feb. 2016 and the minutes of the meeting were read and approved by the members.

Agenda 2: Skill Development for non teaching staff -

Inputs from Library and official staff were taken to find the gap between their existing knowledge and new technology updated.

As library and office was being automated, so decided to provide basic computer knowledge to the library and office staff. It was decided that a training shall be conducted for the non-teaching staff by Computer Application Department.

Agenda 3: Academic Administrative Audit -

Administrative Audit of all Departments was decided to be held like previous years. The team and the date of the Administrative Audit should be finalise and intimate to all the departments. Previously decided guidelines for the administrative audit were reviewed and finalized.

Agenda 4: Parents Teacher meeting and feedback -

The Chair informed the members that a PTM was decided to be held in last of May, 2016. Only Parents of the students having attendance above 75% will be allowed to give feedback. After analysis of the feedback all the Heads will be informed about the findings & necessary steps will be taken for improvement. 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

Agenda 5: Alumni and Stack Holders feedback -

The team suggested to collect the alumni and stack holders feedback regarding the college. Following parameters were discussed for alumni feedback:-

- i) Achievements
- ii) Contribution of college towards their vision
- iii) Willingness to deliver Guest Lectures/motivational talks

Agenda 6: Teachers Self Appraisal-

Self Appraisal for each faculty member of each Department was decided to be held like previous years. Self Appraisal form is duly signed by the faculty and submitted by the Heads of Departments with their remarks. Previously decided guidelines for the Self Appraisal were reviewed and finalised.

Agenda 7: Result Analysis-

Result analysis work to be done by respective departments. The guidelines for result analysis is reviewed and finalised.

There being no other point to discuss and meeting ended with the thanks to the Chair.

The following members were present in the meeting.

Dr. B.K. Tyagi, Executive Director

Dr. D. S. Rawat, Principal

Mr. Vijay Kumar Tyagi, IQAC Coordinator

Mr. Nishant Rathi, Dean, Faculty of Computer Application

Dr. Perna Mittal, Dean, Faculty of Education

Dr. Ashwani Kumar, Head, Department of Bio Science

Dr. Pramod Kumar, Assistant Professor, Department of Physical Education

Dr. Sourabh Mittal, Head, Department of Business Administration

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(List of faculty members is attached)


(Vijay Tyagi)
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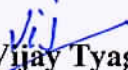
SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)


(INTERNAL QUALITY ASSURANCE CELL (IQAC)) ACTION TAKEN REPORT

on the decisions of the IQAC meeting held on 18.04.2016

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken -

S.No.	Decision	Action taken
1	Skill Development for non teaching staff	A training was provided by the Computer Application Department to all Library and Official Staff.
2	Academic Administrative Audit	Administrative Audit and stock verification was conducted on 22.06.2016 and report was submitted to the Principal.
3	Parents Teacher meeting and feedback	PTM and Feedback from parents on College and teaching was conducted on 30.04.2016.
4	Alumni and Stack Holders feedback	Feedback was conducted.
5	Teachers Self Appraisal	Self Appraisal was filling on 24.06.2020.
6	Result Analysis	All departments was analysed their result.


(Vijay Tyagi)
Assistant Professor
Coordinator, IQAC


(Dr. D.S. Rawat)
Principal
Chairman, IQAC