

SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Internal Quality Assurance Cell) Notice

Date- 02.07,2018

This is to inform to all the members of IQAC and Deans/HoDs that a meeting is being called on 06.07,2018 at the conference room at 3.30pm. The agenda of the meeting are follows-

Agenda:

- 1. Review of minutes of previous meeting
- Discussion on the execution of various functions of IQAC.
- Reconstitution of IQAC
- 4. Progress and review of admissions in the current session
- 5. Review of result of last academic year
- Any other matter

To,

All members of IQAC All Deans/HoDs

(Nishant Rathi) Coordingtor IQAC

Copy to the following for information and necessary action -

- 1. Mr. Davendra Chaudhary, Treasurer, SRGC
- Mr. N.G. Majumdar, Hon'ble President, SRC
- 3. PS to Chairman for Chairman's kind information

(N**ishani Kathi)** oʻzidinator IQAC



INTERNAL QUALITY ASSURANCE CELL (IQAC)

06 July 2018

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 06 July 2018 at 3.30 pm at conference room. The meeting was presided over by Dr. R. S. Chauhan, Principal SRC. The meeting started on a welcome note by IQAC Coordinator, Prof Nishant Rathi followed by his presentation on objectives which include nominating new IQAC Coordinator and function of IQAC.

Agenda:

- Review of the minutes of previous meeting.
- Discussion on the executions of various function of IQAC.
- Reconstitution of IQAC
- 4. Progress and review of admissions in the current session
- 5. Review of result of last academic year
- 6. Any other matter

Agenda 1: Review of the minutes of previous meeting-

The minutes of previous meeting were read and approved by the members.

Agenda 2: Discussion on the executions of various function of IQAC-

Importance, Roles and functions were presented to members of IQAC by Mr. Nishant Rathi, Coordinator IQAC. Many ideas were shared by members for betterment.

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

Agenda 3: Reconstitution of IQAC

Dr. R. S. Chauhan, Chairperson of IQAC/Principal proposed the name of Dr. Aditya

Gautam as Director, IQAC and Dr. Vinit Kumar Sharma as new IQAC Coordinator in

place of Mr. Nishant Rathi, who has been given other responsibilities related to his

department. Some more members are also included in IQAC as per latest guidelines of

NAAC as representative of students, industrialist, social activist etc. All members agreed

upon the proposal unanimously.

Agenda 4: Progress and review of admissions in the current session-

IQAC Coordinator informed the house that admission process is led and coordinated by

Mrs. Neetu Singh, Coordinator Admission Committee. Admission is a centralized

process and centralized efforts are made for the admission in all the courses.

Departmental coordinators are appointed by the Principal and they sit in the Admission

Office for the students counseling. In this process college also conducted a Talent Search

Expedition (TSE) for girls students where scholarships from 25 percent to 100 percent

are offered to the deserving candidates. Students can take admission through counseling

or through online merit as per university norms.

Agenda 5: Review of result of last academic year-

HoDs informed that the result analysis has been completed and the report have sent to the

Principal however result of some courses are awaited and their analysis will be done after

result is out.

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

The list of participants who attended this meeting is enclosed-

(Nishant Rathi)

Professor/

Coordinator, IQAC

(Dr. R.S. Chauhan)

Principal/



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

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

on the decisions of the IQAC meeting held on 06.07.2018

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

S.No.	Decision	Action taken
1	Review of previous meeting	There is no action required
2	Discussion on the execution of various functions of IQAC.	It is already discussed in the meeting; hence no action was needed separately. All the members of IQAC will execute the function according to guidelines.
3	Reconstitution of IQAC	New IQAC members have taken over the charge.
4	Progress and review of admissions	All points have been discussed in the meeting so there is no specific action is required.
5	Review of result of last academic year	All points have been discussed in the meeting so there is no need to take any specific action.

(Dr. Vinit Kumar Sharma)

Professor/ Coordinator, IQAC (Dr. R.S. Chauhan) Principal/



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Internal Quality Assurance Cell) Notice

Date- 14.07.2018

This is to inform all the members of IQAC and Deans/HoDs that a meeting is being called on 19.07.2018 at the Conference Hall at 3.30pm. The agenda of the meeting are as follows-

Agenda:

- Review of the minutes of meeting held on 06.07.2018.
- Planning for Academic Session 2018-19, reviewing the activities in the last year.
- Discussion on review of existing collaborations and proposed tie-ups with other organizations.
- Planning for guest lectures / Expert talks/ field visits/ Industrial tours.
- Celebration of Independence Day.
- 6. Planning for Orientation Programs for new students of various departments.
- Planning for Orientation/ Induction Program for faculty.
- Any other matter

To,

All members of IQAC Dean/ HoD's

(Dr. Vinit Kumar Sharma) Coordinator IQAC

Copy to the following for information and necessary action -

- Mr. Davendra Chaudhary, Treasurer, SRGC
- 2. Mr. N.G. Majumdar, Hon'ble President, SRC
- 3. PS to Chairman for Chairman's kind information

(Dr. Vinit Kumar Sharma) Coordinator IOAC



(INTERNAL QUALITY ASSURANCE CELL (IQAC))

19 July 2018

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 19 July 2018 at 3.30 P.M. at Conference hall. The meeting was presided over by Dr. R. S. Chauhan, Principal SRC. The meeting started on a welcome note by IQAC Coordinator, Dr. Vinit Sharma.

Agenda:

- Review of the minutes of meeting held on 06.07.2018.
- Planning for Academic Session 2018-19, reviewing the activities in the last year.
- Discussion on review of existing collaborations and proposed tie-ups with other organizations
- 4. Planning for guest lectures / Expert talks/ field visits/ Industrial tours
- 5. Celebration of Independence Day
- 6. Planning for Orientation Programs for new students of various departments
- 7. Planning for Orientation/Induction Program for faculty
- Any other matter

Agenda 1: Review of the minutes of meeting held on 06.07.2018-

As decided in the previous meeting Dr. Vinit Kumar Sharma has taken over the charge of IQAC Coordinator. The result analysis of almost all courses has been completed and the report has been discussed with Principal.

Agenda 2: Planning for Academic session 2018-19, reviewing the activities in the last year -

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 are as follows-

- I- To conduct seminars/FDP for the faculty and students of our college.
- 2- Regularity of lectures, tutorials, practical and their monitoring.
- 3- Completion of courses within time and conduction of internal examination,
- 4- Maximum possible use of teaching aids such as projectors, computers, laptops, tablets etc.
- 5- Encouragement of students for raising queries in classrooms.
- 6- Innovative method for effective teaching.
- 7- Teacher's contribution in Committees/Cells/Societies.
- 8- Feasible workload allocation
- 9- Mentor-Mentee detail and their functioning
- 10- Publications of research papers in reputed journals/ proceeding of conferences.
- 11- Training, Placement & Internship Programs
- 12- Introducing new courses

Agenda 3: Discussion on review of existing collaborations and proposed tie-ups with other organizations-

New collaboration with some Industries and Institutions should be done while continue working with all old associated members. More activity should be performed with collaborations with other organizations.

Agenda 4: Planning for guest lectures / Expert talks/ field visits/ Industrial tours -

The Principal asked the Deans/HoDs that they should plan to conduct more guest lectures, expert talks in collaboration with IQAC, so that dates of lectures of common subjects should not be clashed and more students can be benefitted by these activities.

Agenda 5: Celebration of Independence Day-

Independence Day is to be celebrated as usual, hence it is advised to the Cultural Committee members to prepare a schedule of programmes to be performed by the students for cultural activities.

Agenda 6: Orientation Programs for new students of various departments -

IQAC informed the HoDs that Orientation Programs to be organized Department wise for newly admitted students. All the departments shall submit the schedule to IQAC.

Agenda 7: Orientation/ Induction Programs for faculty -

IQAC coordinator informed that Induction Program for new faculty members will be conducted and planning for it should be complete as soon as possible. Orientation program for all faculties will also be conducted for the healthy environment of working.

Agenda 8: Any other matter

- IQAC coordinator/Social Welfare Committee Head explained the Social Welfare
 Departments scholarship application procedure and schedule etc. be further
 informed that the online Scholarship application of State Government/Social
 Welfare Department is live now on web-portal. Eligible students may fill their
 form online and submit the final printout to their class teachers along with relevant
 documents within given time. All Dean/HoDs should inform to their students and
 take care accordingly.
- Program Officer of NSS informed that a unit has been constituted and working for Session 2018-19. Discussion on Rovers/Rangers unit's working were also done.
- Cultural Committee Head requested the members that efforts should be made to conduct Cultural activities be more frequently.
- Department of Education has proposed Rakhi Making Competition on the occasion of festival of RAKSHA BANDHAN.

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

The list of participants who attended this meeting is enclosed-

(Dr. Vinit Kumar Sharma)

Mar

Professor/

Coordinator, IQAC

(Dr. R.S. Chauhan)

Principal/



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

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

on the decisions of the IQAC meeting held on 19.07.2018

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

S.No.	Decision	Action taken
1	Action plan for Academic session 2018-19	It is already discussed in the meeting, hence no particular action is needed separately. All the members of IQAC execute the function according to guidelines. The overall academic plan and progress of
	1- To conduct seminars/FDP for the faculty and students of our college. 2- Regularity of lectures, tutorials, practical and their monitoring 3- Completion of courses within time and conduction of internal examinations. 4- Use of teaching aids such as projectors, computers, laptops, tablets etc. 5- Encouragement of questioning and queries in classrooms 6- Teaching innovative method	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. More effort will be implemented for promoting research activity. Training and Placement Cell will take care to conduct more training and placement activity. Two new courses B.Sc. (Ag) and B.Voc. Yogic Science has been introduced this year.
	7- Teacher's contribution in Committees/Cells/Societies	<u> </u> <u> </u>

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4	Planning for guest lectures / Expert talks/	College should plan to conduct more guest
	field visits/ Industrial tours	lectures and date of lectures of common
		subjects should not be clashed.
· · ·	Celebration of Independence Day	It is advised to members of cultural
	·	committee members to prepare students
		for cultural activities like dancing, singing
		ete.
	Planning for Orientation Programs for new	Orientation Programmes for newly admitted
	students of various departments	students in UG and PG courses were
	İ	proposed and organized by all departments.
	:	Department of Basic Science decides to
	i	organize orientation program on 21/08/2020.
	Planning for Orientation/ Induction	Induction Program for new faculty members
	Programs for faculty	will be conducted and planning for this
	 - !	should be complete. Orientation program for
		all faculties will also be conducted for the
		healthy environment of working.
	Any other matter	Eligible and interested students were filled
	Discussion on Social Welfare	and submitted their Scholarship form on
	Departments' scholarship	prescribed web portal. The detail process for
	application form filling procedure.	filling the online form already discussed in
	The Scholarship form of State	the meeting.
	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.	A multimation and the standard Company and the
	Discussion on NSS upit	Applications were invited for NSS unit.
	construction for Session 2018-19.	Interested students submit their applications

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 Department of Education will organize cultural event on the occasion of holy festival RAKSHA BANDHAN.

to Program Officer. The selection committee was finalized the name of students.

Department of Education will organize Rakhi Competition on the occasion of holy festival RAKSHA BANDHAN on 24/08/2018.

(Dr. Vinit Kumar Sharma)

Professor/

Coordinator, IQAC

(Dr. R.S. Chauhan)

Principal/



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Internal Quality Assurance Cell) Notice

Date- 16.08.2018

This is to inform to all the faculty members that a meeting with IQAC is being called on 25.08.2018 at the Auditorium of SRC at 3.00pm. The agenda of the meeting are as follows-

Agenda:

- 1. Reviews of the minutes held on 19/07/2018
- 2. Discussion on effective use of Teaching aids and increasing use of ICT tools
- 3. Discussion on how to improve attendance and create interest in the classroom
- 4. Student Assessment and evaluation through class test, internal exam, resentation and assignments.
- 5. Enhancement of Research Activity among teachers and students
- 6. Any other issues

To.

All IQAC members All faculty members

(Dr. Vinit Kumar Sharma)

Coordinator IQAC

Copy to the following for information and necessary action -

Mr. Davendra Chaudhary, Treasurer, SRGC

Mr. N.G. Majumdar, Hon'ble President, SRC

3. PS to Chairman for Chairman's kind information

((Dr. Vinit Kumar Sharma) Coordinator IQAC



(INTERNAL QUALITY ASSURANCE CELL (IQAC))

25 Aug. 2018

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) with all faculty members was held on 25 August 2018 at 3.00 P.M. at Auditorium of SRC.

Agenda:

- 1. Review of minutes held on 19/07/2018
- Discussion on effective use of Teaching aids and increasing use of ICT tools.
- 3. Discussion on how to improve attendance and create interest in the classroom
- 4. Student Assessment and evaluation through class test, internal exam, presentation and assignments.
- 5. Enhancement Research Activity among teachers and students
- 6. Any other issues

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

Agenda 1: Review of the minutes held on 19/07/2018 -

Many new collaborations have been finalized and all the points have already been discussed, minutes are hereby read and approved.

Agenda 2: Discussion on effective use of Teaching aids and increasing use of ICT tools -

Principal raised the issue of effective use of existing teaching aids and ICT tools and he further emphasized that teachers should use more ICT tools. The following points were discussed and approved-

- To increase the use of Projectors by the faculty members.
- To increase the use of laptops and tablets by the faculty members.

Some faculty need to learn uses of ICT tools and have some training sessions for

effective uses of ICT should be conducted.

Agenda 3: Discussion on how to improve attendance and create interest in the

classroom -

The Principal showed his concern and asked the HoDs to take measured that help to

maintain high students' attendance in the class. He also invited suggestions on how to

make class more interesting and effective.

A draft proposal for attendance monitoring system in the college was discussed. It was

proposed that the class coordinators would also inform the parents of the students who

failed to meet the University's minimum attendance criterion.

Few suggestion were also given on how to make classes more interesting.

Agenda 4: Student Assessment and evaluation through class test, internal exam,

presentation and assignments-

The IQAC Coordinator requested all the HoDs to maintain the record of regular

assessment of students conducting Class Tests, Home Assignments, Projects, Quizzes etc.

Agenda 5: Enhancement Research Activity among teachers and students

The Principal gave a call for enhancing research and publication activities in the college.

He asked the teachers to engage themselves in the research oriented activities e.g. writing

research papers, Case Study, participating in seminars, FDPs, workshop on research

methodologies etc. on regular basis.

Agenda 6: Any Other issues

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

The list of participants who attended this meeting is enclosed-

(Dr. Vinit Kumar Sharma)

Professor

Coordinator, IQAC

(Dr. R.S. Chauhan)

Principal



(INTERNAL QUALITY ASSURANCE CELL (IQAC))

ACTION TAKEN REPORT

on the decisions of the IQAC meeting held on 25.08.2018

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

S.No.	Decision	Action taken
1	Review of the minutes held on 19/07/2018	No need of any action
2	Discussion on effective use of Teaching aids and increasing use of ICT tools	
3	Discussion on how to improve attendance and create interest in the	The HODs asked the class coordinators to inform the parents of

	classroom	those students whose attendance are below 75 % on the regular basis.
4	Student Assessment and evaluation through class test, internal exam, presentation and assignments	Internal examination are scheduled and conducted as pert he academic calendar whereas class test, quizzes, assignments etc. are given to the students by the concerned subject teachers
5	Enhancement on Research Activity among teachers and students	IQAC Coordinator circulated a notice for the teachers suggesting that participation in research activities such as publication of research papers, participation in seminar, FDPs, conferences etc. should be informed to the IQAC in due course of time and everyone should participate in such activity.
6	Any other	No other point discussed in the meeting, so no need to any action.

(Dr. Vinit Kumar Sharma)

Professor

Coordinator, IQAC

CS8 Caulen (Dr. R.S. Chauhan)

Principal Chairman, IQAC



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Internal Quality Assurance Cell) Notice

Date- 05.09.2018

This is to inform to all the Class Mentors, Class Teachers, Coordinators, Prefects, Representatives and members of Proctorial Board that a meeting with IQAC is being called on 15.09.2018 at the Auditorium of SRC at 3.00pm. The agenda of the meeting are follows-

Agenda:

- Review of minutes of IQAC meeting held on 25.08.2018
- Maintaining discipline in the institute
- Evaluation of Remedial Coaching
- 4. Evaluation of the internal exam
- Feedback from teachers on curriculum planning for the session 2018-19
- Any other matter

(Dr. Vinit Kumar Sharma) Coordinator IQAC

Copy to the following for information and necessary action -

- 1. Mr. Davendra Chaudhary, Treasurer, SRGC
- 2. Mr. N.G. Majumdar, Hon'ble President, SRC
- 3. PS to Chairman for Chairman's kind information

(Dr. Vinit Kumar Sharma) Coordinator IOAC



(INTERNAL QUALITY ASSURANCE CELL (IQAC))

Date: 15.09.2018

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) with Proctorial Board members, Class Mentors, Class Teachers, Coordinators, Deans/Heads of the departments and prefects was held on 15 Sept. 2018 at 3.00pm at Auditorium of SRC.

Agenda:

- Review of minutes of IQAC meeting held on 25.08.2018
- 2. Maintaining discipline in the institute
- 3. Evaluation of Remedial Coaching
- 4. Evaluation of the internal exam
- 5. Feedback from teachers on curriculum planning for the session 2018-19
- 6. Any other matter

The meeting was presided over by Dr. R.S. Chauhan, Principal SRC. The Chairman of IQAC welcomed the members of IQAC, members of Proctorial Board, Deans/Heads of Departments, Class Mentors, Class Teachers, Coordinators, Profects and Representatives.

Agenda 1: Review of minutes of IQAC Meeting held on 25.08.2018-

It was informed that the previous IQAC meeting was held on 25 Aug. 2018 and the minutes of the meeting were read and approved by the members.

Agenda 2: Maintaining discipline in the College -

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

Measurers to further improvement in the existing scenario were discussed. The following points were discussed and approved -

- Movement of students in the campus during Teaching hours was taken as a serious
 concern and it should be reduced to the minimum. There should be no entry for the
 students without proper uniform and college identity card
- All the possible efforts should be made to prohibit the unwanted congregation of students in canteen and other places which may cause clashes among them.
 The Proctor should ensure proper maintaining entry register at the Main Gate for outsiders/visitors.
- Floor and ground duty charts of teachers/ staff should be prepared and displayed on notice boards and all should be present on their duty.

Agenda 3: Evaluation of Remedial Coaching -

The following discussion was made -

- Deans/Heads of the Departments explained the working progress and progress of the departments.
- HODs informed that a proper record for the remedial coaching classes specifying
 the details of students with name of teachers handling the class, subject taken and
 hours is being maintained.
- IQAC Coordinator suggested the HODs to give highest priority to solve the problem of the weaker students of the classes.

Agenda 4: Evaluation of the internal exam -

The following discussion was made -

- It was discussed and decided that the Examination Committee should be further expanded.
- It was discussed that the courses must be completed as per the lecture plan by the teacher concerned so that the internal examination of odd semester could be conducted as per schedule prepared by the department, based on guidelines of academic calendar.

- The question paper with paper code should be prepared by the all subject teachers and submitted to the Head of Department who will finalize the question papers for examination according to syllabus covered.
- The mark list must be prepared by the teachers and submitted to the HODs who will in turn inform the Principal and IQAC about the performances.

Agenda 5: Feedback -

The Chair informed that IQAC Coordinator will conduct a feedback from faculty members on curriculum planning for the session 2018-19.

Agenda 6: Any other matter

- Celebration of birth anniversaries of Mahatma Gandhi and Shri Lal Bahadur
 Shashtri should be organized as in line with last year celebration.
- The Guest Lectures, academic activities, debate and Competitions etc. should be conducted by various departments according to their activity calendar.

The list of participants who attended this meeting is enclosed-

(Dr. Vinit Kumar Sharma)

Professor

Coordinator, IQAC

(Dr. R.S. Chauhan)

and character

Principal



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

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

On the decisions of the IQAC meeting held on 15.09.2018

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

S.No.	Decision	Action taken
1	Review of minutes of IQAC Meeting	No need to any action.
	held on 25.08.2018	
2	Maintaining discipline in the College	
	Movement of students in the	Principal has instructed to Proctor to take
	campus during Teaching hours	necessary action in this regard.
	was taken as a serious concern	
	and it should be reduced to the	
	minimum. There should be no	
	entry for the students without	
	proper uniform and college	
	identity card	
	All the possible efforts should	Discipline Committee members move in
	be made to prohibit the	all areas for checking it
	unwanted congregation of	
	students in canteen and other	
	places which may cause clashes	
	among them.	.
	The Proctor should ensure	
	proper maintaining entry	The entry register is already been
	register at the Main Gate for	maintained.
	I	

	outsiders/visitors.	
	Floor and ground duty charts of	
·] 	teachers/ staff should be	HoDs have prepared all floor duties and
	prepared and displayed on	have submitted to the Principal office and
	notice boards.	also displayed on the main notice board.
ļ		
3	Evaluation of Remedial Coaching	
	Deans/Heads of the	No compliance required.
	Departments explained the	
	work progress of the	
	departments.	
	• HODs informed that a proper	The records of remedial coaching classes
	record for the remedial	were prepared by each department.
	coaching classes specifying the	
ĺ	details of students with name of	
	teachers handling the class,	1
	subject taken and hours is being	
	maintained.	
	IQAC Coordinator suggested	Maximum participation of weaker
[the HODs to give highest	students in the remedial classes has been
	priority to solve the problems of	assured and their problems are solved.
	the weaker students of the	
	classes.	
4	Evaluation of the internal exam	
	 It was discussed and decided 	The Convener, Examination Committee
	that the Examination	informed the Principal that the committee has
	Committee should be further	been expanded.
	expanded.	
	It was discussed that the courses	The course status by each Hall has been
	must be completed as per the	The course status by each HoD has been submitted to the Principal and date sheet of
	lecture plan by the teacher	
	F	

			
		concerned so that the internal	the Examination Controller department wise.
		examination of odd semester	<u>.</u>
		could be conducted as per	
·		schedule.	
		The question paper with paper	
	ĺ	code should be prepared by the	Overtire Benevit 5 1 11 11 17 17
		all subject teachers and	Question Papers were finalized by the Heads of Departments.
		submitted to the Head of	
		Department who will finalize	
i		Tarana Para	
		syllabus covered.	The marks of internal examinations were
		The mark list must be prepared	submitted to the Principal and University.
		by the teachers and submitted to	The information was given to IQAC
		the HODs who will in turn	
		inform the Principal and IQAC	
ĺ		about the performance.	
	5	Feedback	A detailed feedback from teacher on
		1 Codotton	curriculum planning has been obtained in
			last week of September and the report has
			been submitted to Principal.
	6	Any other matter	over outlined to I lineipal.
		• Celebration of birth	Celebration of birth anniversaries of
		anniversaries of Mahatma	Mahatma Gandhi and Shri Lal Bahadur
İ		Gandhi and Shri Lal Bahadur	Shashtri were organized on 2 nd October
		Shashtri should be organized as	with obeisance
			with obcisance
		in line with last year celebration.	
			Various activities like Cuest Leatures
			Various activities like Guest Lectures, Speech Competition, Writing
- 1		activities, debate and	Speech Competition, Writing

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Competitions etc. should be	Competition, Quiz, Collage Making etc.
conducted by various	are being organized by departments
departments according to their activity calendar.	according to their activity calendar.

(Dr. Vinit Kumar Sharma)

Professor

Coordinator, IQAC

(Dr. R.S. Chauhan) Principal

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SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(Internal Quality Assurance Cell) Notice

Date- 12.10.2018

This is to inform to all Deans/ HoDs, faculty members and class coordinators that a meeting with IQAC is being called on 20.10.2018 at the Auditorium of SRC at 3.00pm. The agenda of the meeting are follows-

Agenda:

- Review of minutes of IQAC meeting held on 25.08.2018
- Work Progress/Course coverage report
- Discussion on Extension and other activities
- 4. Planning for the College Annual function 'Colors-2019'
- 5. Any other matter

(Dr. Vinit Kumar Sharma) Coordinator IOAC

Copy to the following for information and necessary action -

- Mr. Davendra Chaudhary, Treasurer, SRGC
- Mr. N.G. Majumdar, Hon'ble President, SRC

3. PS to Chairman for Chairman's kind information

(Dr. Vinit Kumar Sharma) Coordinator IOAC



(INTERNAL QUALITY ASSURANCE CELL (IQAC))

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) with all the Deans/ HoDs, faculty members and class coordinator was held on 20.10.2018 at 3.00pm at Auditorium of SRC.

Agenda:

- Review of minutes of IQAC meeting held on 25.08.2018
- 2. Work Progress/Course coverage report
- Discussion on Extension and other activities.
- Planning for College Annual function 'Colors-2019'
- Any other matter

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

Agenda 1: Review of minutes of IQAC Meeting held on 25.08.2018-

It was informed that the previous IQAC meeting was held on 25 Aug. 2018 and the minutes of the meeting were read and approved by the members.

Agenda 2: Work Progress/Course coverage report -

The Principal asked all the Heads of Departments to present the semester-wise/yearly courses of study, internal assessment including attendance of each subject, Question Pattern & marks distribution of the students. All Heads of Departments presented the work progress and course coverage report of their respective departments.

IQAC Coordinator requested all the HoDs that weak students must be identified immediately by monitoring the students' progress so that the remedial classes could be planned and conducted on urgent basis.

Agenda 3: Discussion on Extension and other activities.

The Principal asked the Program Officer of NSS and Leaders of Rover and Ranger to intensify the extension activities conducted by them.

The NSS Program Officer, Mr. Ankit Kumar informed the house that NSS volunteers were engaged in number of awareness programmes, tree plantations, Shramdan, Aids awareness and environmental pollution in the nearby villages. He further informed that a seven days special camp will be organized in near future.

Agenda 4: Planning for College Annual Function 'Colors-2019'

The Principal informed that Annual feast is a routine student activity which is celebrated every year by the SRGC, He asked the Cultural Committee coordinator to present her views on the preparation for College Annual function 'Colors-2019'. The Cultural Committee Coordinator proposed that a cultural programme should be organized on 30 & 31 Dec. 2018 and 01 Jan. 2019. All the members accepted the proposal given by the coordinator of Cultural Committee and Principal asked her to submit the brief report on the prerequisites for preparations of "Colors- 2109" as soon as possible.

Agenda 5: Any other point

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

The list of participants who attended this meeting is enclosed-

(Dr. Vinit Kumar Sharma)

Professor

Coordinator, IQAC

(Dr. R.S. Chauhan)

Schaulen

Principal



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

ACTION TAKEN REPORT

on the decisions of the IQAC meeting held on 20.10.2018

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

S.No.	Decision	Action taken
1	Review of minutes of IQAC Meeting held on 15.09.2018	No compliance required.
2	Work Progress/Course coverage report	The reports on Work Progress/Course coverage with all necessary detail were submitted to IQAC by Heads of the Departments.
3	Discussion on Extension and other Activities	04 one day and 01 seven-day special camps will be organized by NSS and Scout (Rovers & Rangers).
4	Planning for College Annual function 'Colors-2019'	The Coordinator Cultural Committee has informed to the HoDs that the preparations will start from third week of November 2018 for the Annual function of the College which has to be organized on 30 & 31 Dec. 2018 and 01 Jan. 2019.

(Dr. Vinit Kumar Sharma)

Professor Coordinator, IQAC (Dr. R.S. Chauhan)

Escheelun

Principal



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Internal Quality Assurance Cell) Notice

Date- 11.12.2018

This is to inform all the Deans & Heads of Departments that a meeting with IQAC is being called on 22.12.2018 at the conference room of at 3.30pm. The agenda of the meeting are follows-

Agenda:

- Review of minutes of IQAC meeting held on 20.10.2018
- Discussion on Internal assessment practical examination
- 3. Feedback from teachers on curriculum planning for the session 2018-19
- 4. Review of preparation for Annual Function 'Colors 2019'
- 5. Planning for the next semester
- Any other matter

(Dr. Vinit Kumar Sharma) Coordinator IOAC

Copy to the following for information and necessary action -

- 1. Mr. Davendra Chaudhary, Treasurer, SRGC
- 2. Mr. N.G. Majumdar, Hon'ble President, SRC
- 3. PS to Chairman for Chairman's kind information

(Dr. Vinit Kumar Sharma) Coordinator IOAC

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) with all Deans and Heads of Departments was held on 22.12.2018 at 3.30pm at Conference room. The meeting was presided over by Dr. R. S. Chauhan, Principal SRC. The agenda of the meeting are as follows-

Agenda:

- 1. Review of minutes of IQAC meeting held on 20.10.2018
- 2. Discussion on Internal assessment practical examination
- 3. Feedback from teachers on curriculum planning for the session 2018-19
- Review of preparation for Annual Function 'Colors 2019'
- 5. Planning for the next semester
- 6. Any other matter

Agenda 1: Review of minutes of IQAC meeting held on 20.10.2018 -

The IQAC Coordinator informed that the previous IQAC meeting was held on 20 Oct. 2018 and the minutes of the meeting were read and approved by the members.

Agenda 2: Discussion on internal assessment and practical examination -

The Principal raised an issue of timely internal assessment, answer sheet correction and mark submission to the university. He said that all the teachers should submit the marks of internal assessment immediately to the concerned HoDs. He also emphasized the HoDs should contact to the practical examiners who are appointed by university and request them to conduct all the practical examination as soon as possible.

Agenda 3: Feedback from teachers on curriculum planning for the session 2018-19

The Chair informed that IQAC Coordinator will conduct a feedback from faculty

members on curriculum planning for the session 2018-19.

Agenda 4: Review of preparation for annual function - 'Colors 2019' -

The Coordinator, Cultural Committee informed the house that the preparation for Colors

2019 are going well. She further informed that all the Committees have been formed for

discipline, back stage arrangements and anchoring etc. Various sub-committees i.e.

Discipline, Back Stage arrangements, Certificates, Mementos, Hospitality and Anchoring

etc. have also been formed.

The students have been selected for various cultural events. The rehearsal is going on

with full efforts and the final stage rehearsal will take place on 26 December 2018.

Agenda 5: Planning for next semester -

The IQAC coordinator suggested all the HoDs that they should do all the necessary

planning for the next semester for their respective departments. The guidelines for

coming semester were reviewed and finalized. Classes for annual courses were proposed

to run as per routine schedule.

Agenda 6: Any other matter -

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

The list of participants who attended this meeting is enclosed-

(Dr. Vinit Kumar Sharma)

Professor

Coordinator, IQAC

(Dr. R.S. Chauhan)

Carbalian

Principal



(INTERNAL QUALITY ASSURANCE CELL ((QAC))

ACTION TAKEN REPORT

on the decisions of the IQAC meeting held on 22.12.2018

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

S.No.	Decision	Action taken
1	Review of minutes of IQAC Meeting held	No compliance required.
	on 20.10.2018 -	
2	Discussion on internal assessment and	HoDs informed the Principal that all
	practical examination-	the internal examination have been
	The Principal raised an issue of timely	successfully conducted and marks
	internal assessment, answer sheet	have already been uploaded on the
	correction and mark submission to the	university portal.
	university. He said that all the teachers	Practical examination has also been
	should submit the marks of internal	conducted by the departments.
	assessment immediately to the	
	concerned HoDs. He also emphasized	
	the HoDs should contact to the practical	
	examiners who are appointed by	
	university and request them to conduct	
	all the practical examination as soon as	
	possible.	
3	Feedback from teachers on curriculum	Feedback from teachers on curriculum
	planning for the session 2018-19	planning for session 2018-19 was done.

4	Review on preparation for annual function "Color 2019" -	Committees are being formed for discipline, back stage arrangements and anchoring etc. The Coordinator, Cultural Committee informed the house that the preparation for Colors 2019 are going well. Various subcommittees i.e. Discipline, Back Stage arrangements, Certificates, Mementos, Hospitality and Anchoring etc have already being formed. The students had been informed and selected for various cultural events. The rehearsal is going on with full efforts. The stage rehearsal will take place on 26 December. All preparation were good and 'Colors 2019' was successfully organized on 30 & 31 Dec 2018 and 1 Jan 2019.
5	Planning for next semester	All the subject allocation, time table finalization, QIP documents were already done and submitted.

(Dr. Vinit Kumar Sharma) Professor

Coordinator, IQAC

(Dr. R.S. Chauhan) Principal

Teschaulon



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(Internal Quality Assurance Cell) Notice

Date- 21.01.2019

This is to inform to all the Heads of Departments, IQAC members, Committee members & Non-teaching staff that a meeting with IQAC is being called on 28.01.2019 at the Auditorium of SRC at 3.00pm. The agenda of the meeting are as follows-

Agenda:

- Review of minutes of IQAC meeting held on 22.12.2018
- Skill development and other welfare programs for the non-teaching staff
- Academic Administrative Audit
- Result Analysis of odd semester
- 5. Discussion on the preparation for final examination of Annual Courses -
- Any other matter

(Dr. Vinit Kumar Sharma) Coordinator IQAC

Copy to the following for information and necessary action -

- Mr. Davendra Chaudhary, Treasurer, SRGC
- Mr. N.G. Majumdar, Hon'ble President, SRC
- 3. PS to Chairman for Chairman's kind information

(Dr. Vinit Kumar Sharma) Coordinator IOAC

SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

Date: 28.01.2019

MINUTES OF THE MEETING

As per the notice dated 22.01.2019, a meeting of the Internal Quality Assurance Cell (IQAC) was held on 28.01.2019 at 3.00pm at Auditorium. The meeting was presided over by Dr. R.S. Chauhan, Principal SRC. The agenda of the meeting are as follows-

Agenda:

- Review of minutes of IQAC meeting held on 22.12.2018
- Skill development and other welfare programs for the non-teaching staff
- 3. Academic Administrative Audit
- Result Analysis of odd semester
- 5. Discussion on the preparation for final examination of Annual Courses
- 6. Any other matter

Agenda 1: Review of minutes of IQAC Meeting held on 22.12.2018-

IQAC Coordinator informed that the previous IQAC meeting was held on 22 Dec. 2018 and the minutes of the meeting were read and approved by the members.

Agenda 2: Skill development and other welfare programs for the non-teaching staff-

IQAC Coordinator informed the house that inputs from library, technical and official staff were taken to find their requirements for training in selected areas and also some schemes to work out for their benefits.

The staff members gave their suggestion that as because library, office and other departments were being automated, so a training on basic computer knowledge will be beneficial for the staff members. The another requirement was for language and

communication workshop. It was decided that training shall be conducted for the above

mentioned staff by the departments of Computer Application and Business

Administration.

The Principal invited suggestion for other activities to be conducted for welfare of non-

teaching staff. The members suggested that some sports activities can be organized

engaging teaching, non-teaching and students in the campus.

Agenda 3: Academic Administrative Audit -

The IQAC Coordinator informed the house that Internal Academic Administrative Audit

of all the Departments will be held the way it was done in the previous year. The audit

teams for these audits will be finalized by the Principal and intimated to the departments

by IQAC. External Academic Administrative Audit will be done after the internal audit.

Agenda 4: Result Analysis of odd semester-

IQAC coordinator emphasized that the semester result analysis should be completed by

all the departments and their reports should be submitted to IQAC Coordinator and

Principal as soon as possible.

Agenda 5: Discussion on the preparation for final examination of Annual Courses -

The Principal instructed the Coordinator of Examination Committee to make sure that all

necessary arrangements have been made for smooth conduction of final exam. IQAC

Coordinator told to all Deans/ HoDs that revision classes should be perform for getting

better result.

The list of participants who attended this meeting is enclosed-

(Dr. Vinit Kumar Sharma)

Professor

Coordinator, IQAC

(Dr. R.S. Chauhan)

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Principal



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

on the decisions of the IQAC meeting held on 28.01.2019

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

S.No.	Decision	Action taken
1.	Review of minutes of IQAC	No compliance required.
	Meeting held on 22.12.2018 -	
2.	Skill development, other welfare programs for the non-teaching staff -	 Training will be provided by the departments of Computer Application and Business Administration to all non-
		 teaching Staff. The Sports Committee Coordinator was deputed to organize a friendly match between the teams of teaching and non-teaching staff. Students will be consider as per the situation
3.	Academic-Administrative Audit -	The Principal has constituted internal audit committees separately for academic and administrative audit. The

		committees were instructed to submit their report within the given timeframe. All the Deans/ HoDs are informed by the IQAC Coordinator for it.
4.	Result Analysis of odd semester	Result analysis has been completed and report has been submitted to IQAC Coordinator and Principal
5.	Discussion on the preparation for final examination of Annual Courses - The Principal instructed the Coordinator of Examination Committee to make sure that all necessary arrangements have been made for smooth conduction of final exam. Revision classes should be performed for getting better result.	The Examination Coordinator informed the Principal all necessary arrangements have been made and HoDs informed that some revision classes has been arranged for difficult subjects.

(Dr. Vinit Kumar Sharma)

Professor

Coordinator, IQAC

(Dr. R.S. Chauhan)

Selimber

Principal



(Internal Quality Assurance Cell) Notice

Date- 08.03.2019

This is to inform to all the members of IQAC and Training & Placement Cell that a meeting is being called on 16.03.2019 at the conference room at 3.00pm. The agenda of the meeting are follows-

Agenda:

- 1. Review of minutes of IQAC meeting held on 28.01.2019
- Report on uploading the data on AISHE portal
- 3. Preparation of AQAR for NAAC requirement
- 4. Preparation for Placement Drive to be conducted
- 5. Any other matter

(Dr. Vinit Kumar Sharma) Coordinator IQAC

Copy to the following for information and necessary action -

- 1. Mr. Davendra Chaudhary, Treasurer, SRGC
- 2. Mr. N.G. Majumdar, Hon'ble President, SRC
- 3. PS to Chairman for Chairman's kind information

(Dr. Vinit Kumar Sharma) Coordinator IQAC

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) with all the members of IQAC and Training & Placement Cell was held on 16.03.2019 at 3.00 pm at conference room.

Agenda:

- Review of minutes of IQAC meeting held on 28.01.2019
- Report on uploading the data on AISHE portal
- Preparation of AQAR for NAAC requirement
- 4. Preparation for Placement Drive to be conducted
- Any other matter

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

Agenda 1: Review of minutes of IQAC Meeting held on 28.01.2019-

The IQAC Coordinator informed that the previous IQAC meeting was held on 28 Jan. 2019 and the minutes of the meeting were read and approved by the members.

Agenda 2: Report on uploading the data on AISHE portal-

The IQAC Coordinator informed all the members that all the data required for AISHE portal were gathered from all the department and uploaded on the portal successfully.

Agenda 3: Preparation of AQAR for NAAC -

The IQAC Coordinator discussed on the various points related to AQAR preparation in detail which include all the 7 criteria and explained the requirement of data in the specific matrics. He also explained it to the IQAC members how to prepare the information with all documentation for the NAAC purpose.

Agenda 4: Preparation for Placement Drive to be conducted-

The Principal advised the Placement coordinator that more placement drive should be conducted whether on campus or off campus. Also the training for placement purpose should be conducted.

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

The list of participants who attended this meeting is enclosed-

(Dr. Vinit Kumar Sharma)

Professor

Coordinator, IQAC

(Dr. Prerna Mittal)

Principal



(INTERNAL QUALITY ASSURANCE CELL (IQAC))

ACTION TAKEN REPORT

On the decisions of the IQAC meeting held on 16.03.2019

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

S.No.	Decision	Action taken
1	Review of minutes of IQAC Meeting held on 28.01.2019-	No compliance required.
2	Report on uploading the data on AISHE portal	The data on AISHE portal was uploaded successfully.
3	Preparation of AQAR for NAAC -	It is directed to all Dean/HoDs and Committee Coordinators to make available the required data available to IQAC at the earliest as per AQAR formats so that preparation of AQAR can be started soon.
4	Placement Drive	Some training has been conducted by T&P Cell regarding placement purpose. Some placement drives are in schedule and students are motivated to appear in off campus drives also.

(Dr. Vinit Kumar Sharma)

Professor

Coordinator, IQAC

(Dr. Prerna Mittal)

Principal



(Internal Quality Assurance Cell) Notice

Date- 08.05.2019

This is to inform to all the Heads of Departments and Alumni Committee representative that a meeting with IQAC is being called on 18.05.2019 at the conference room at 3.00 pm. The agenda of the meeting are as follows-

Agenda:

- Review of minutes of IQAC meeting held on 16.03.2019
- 2. Parents Teacher meeting and feedback
- Alumni feedback
- 4. Any other matter

(Dr. Vinit Kumar Sharma) Coordinator IQAC

Copy to the following for information and necessary action -

Mr. Davendra Chaudhary, Treasurer, SRGC

Mr. N.G. Majumdar, Hon'ble President, SRC

3. PS to Chairman for Chairman's kind information

(Dr. Vinit Kumar Sharma) Coordinator IQAC

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) with all the faculty members was held on 18.05.2019 at 3.00pm at conference room. The meeting was presided over by Dr. Prema Mittal, Principal SRC. The agenda of the meeting as follows-

Agenda:

- Review of minutes of IQAC meeting held on 16.03.2019
- Parents Teacher meeting and feedback
- 3. Alumni feedback
- Any other matter

Agenda 1: Review of minutes of IQAC Meeting held on 16.03.2019-

The IQAC Coordinator informed that the previous IQAC meeting was held on 16 Mar. 2019 and the minutes of the meeting were read and approved by the members.

Agenda 2: Parents Teacher meeting and feedback -

The IQAC Coordinator informed the members that a PTM has been fixed to be held in last week of May, 2019. Parents of the selected students will be invited to the meeting and a feedback will be received from them. Feedback so received will be analyzed and the findings will be conveyed to the concerned HoDs. Following parameters were discussed for parent feedback form: -

- i) Teaching-Learning Environment
- ii) Value based education
- jii) Discipline practices
- iv) Response and communication with the college

v) Provision of career-oriented programs

Agenda 3: Alumni Feedback -

The Alumni Coordinator suggested to collect the alumni 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 4: Any other point -

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

The list of participants who attended this meeting is enclosed-

(Dr. Vinit KumarSharma)

Professor

Coordinator, IQAC

(Dr. Prerna Mittal)

Principal



(INTERNAL QUALITY ASSURANCE CELL (IQAC))

ACTION TAKEN REPORT

On the decisions of the IQAC meeting held on 18.05.2019

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

S.No.	Decision	Action taken
1	Review of minutes of IQAC Meeting held on 16.03.2019	No compliance required.
2	Parents Teacher meeting and feedback -	PTM and Feedback from parents for different departments were conducted during the last week of May 2019 and IQAC Coordinator with some members met with some parents to discuss some issues related to quality improvement.
3	Alumni Feedback -	Alumni feedback has also been conducted from 25 to 31 may 2019. IQAC Coordinator with some members met to the selected Alumni members to know their suggestions.

(Dr. Vinit Kumar Sharma)

Professor

Coordinator, IQAC

(Dr. Prerna Mittal)

Principal



(Internal Quality Assurance Cell) Notice

Date- 21.05.2019

This is to inform to all the Heads of Departments, IQAC members & Committee members that a meeting with IQAC is being called on 30.05.2019 at the Auditorium of SRC at 3.00pm. The agenda of the meeting are follows-

Agenda:

- Review of minutes of IQAC meeting held on 18.05.2019
- Meeting with parents and employers with IQAC
- 3. Review of academic Administrative Audit (Internal and External)
- Any other matter

(Dr. Vinit Kumar Sharma) Coordinator IQAC

Copy to the following for information and necessary action -

- 1. Mr. Davendra Chaudhary, Treasurer, SRGC
- 2. Mr. N.G. Majumdar, Hon'ble President, SRC
- 3. PS to Chairman for Chairman's kind information

(Dr. Vinit Kumar Sharma) Coordinator IOAC



Date: 30.05.2019

MINUTES OF THE MEETING

As per the notice dated 21.05.2019, a meeting of the Internal Quality Assurance Cell (IQAC) was held on 30.05.2019 at 3.00pm at Auditorium. The meeting was presided over by Dr. Prema Mittal, Principal SRC. The agenda of the meeting as follows-

Agenda:

- Review of minutes of IQAC meeting held on 18.05.2019
- Meeting with parents and employers with IQAC
- Review of academic Administrative Audit (Internal and External)
- Any other matter

Agenda 1: Review of minutes of IQAC Meeting held on 18.05.2019-

IQAC Coordinator informed that the previous IQAC meeting was held on 18 May 2019 and the minutes of the meeting were read and approved by the members.

Agenda 2: Meeting with parents and employers with IQAC-

IQAC Coordinator informed the house that some of the parents and employers were invited by IQAC for the personal meeting with IQAC Coordinator in order to discuss certain issues related to quality improvement in the college.

Agenda 3: Review of academic Administrative Audit (Internal and External)-

IQAC coordinator suggested that internal audit report should be submitted at principal's office. Some committees have been deputed for external audit by Principal. They include the Director/Dean/Professor of other colleges of SRGC.

Agenda 4: Any other matter-

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

The list of participants who attended this meeting is enclosed-

(Dr. Vinit Kumar Sharma)

Professor

Coordinator, IQAC

(Dr. Prerna Mittal)

Principal



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

On the decisions of the IQAC meeting held on 30.05.2019

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

S.No.	Decision	Action taken
1	Review of minutes of IQAC Meeting held on 18.05.2019	All points have been discussed. No compliance required.
2	Meeting with parents and employers with IQAC	Some parents and employers are invited to meet with IQAC Coordinator personally in order to discuss some issues for quality improvement. Parents and employers meeting has been conducted.
3.	Review of Academic Administrative Audit (Internal and External)	Report of internal audit has been submitted to Principal and work on external audit is in progress their report will be submitted to Principal

(Dr. Vinit Kumar Sharma)

Professor Coordinator, IQAC (Dr. Prerna Mittal)
Principal
Chairman, IQAC



(Internal Quality Assurance Cell) Notice

Date- 03.06.2019

This is to inform to all the Heads of Departments, IQAC members. Admission Coordinator, Committee members & all faculty members that a meeting with IQAC is being called on 08.06.2019 at the Auditorium of SRC at 3.00pm. The agenda of the meeting are as follows-

Agenda:

- 1. Review of minutes of IQAC meeting held on 30.05.2019
- Teachers Self Appraisal
- 3. Students Satisfaction Survey
- Review of feedback from stake holders
- Discussion on planning for next session
- 6. Any other matter

(Dr. Vinit Kumar Sharma) Coordinator IQAC

Copy to the following for information and necessary action -

1. Mr. Davendra Chaudhary, Treasurer, SRGC

2. Mr. N.G. Majumdar, Hon'ble President, SRC

3. PS to Chairman for Chairman's kind information

(Dr. Vinit Kumar Sharma)
Coordinator IQAC



Date: 08.06.2019

MINUTES OF THE MEETING

As per the notice dated 03.06.2019, a meeting of the Internal Quality Assurance Cell (IQAC) was held on 08.06.2019 at 3.00pm at Auditorium. The meeting was presided over by Dr. Prerna Mittal, Principal SRC. The agenda of the meeting as follows-

Agenda:

- Review of minutes of IQAC meeting held on 30.05.2019
- Teachers Self Appraisal
- 3. Students Satisfaction Survey
- Review of feedback from stack holders
- Discussion on planning for next session
- Any other matter

Agenda 1: Review of minutes of IQAC Meeting held on 30.05.2019-

IQAC Coordinator informed that the previous IQAC meeting was held on 30 May 2019 and the minutes of the meeting were read and approved by the members.

Agenda 2: Teachers Self Appraisal-

The Principal instructed the IQAC Coordinator about conducting the teacher's Self-Appraisal of each Department as early as possible. 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 finalized.

Agenda 3: Students Satisfaction Survey-

The IQAC Coordinator discussed about conducting Students Satisfaction Survey (SSS) to know college performance and satisfaction level because it is a part of quality education. Some members suggested to conduct SSS online basis also. The format of SSS is available on the college website but it will be conducted offline as per the opinion of most of the members, by this survey institute will be able to know about the areas where performance can be improved.

Agenda 4: Review of feedback from stake holders-

IQAC coordinator informed that the feedback has been conducted and the report has been sent to Principal. Principal will take necessary action to improve the quality education.

Agenda 5: Discussion on planning for next session-

The Principal raised the issue of the planning for the new session and asked the HoDs to submit their subject wise requirement for teachers, books, library equipment and other materials. The Principal asked them to submit these requirements by 20 June 2019. Admission related activities should be start at priority and admission committee will take necessary action for it.

Agenda 5: Any Other issue-

Awareness about moral duties and ethics should be conducted and some sign boards should be replaced.

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

The list of participants who attended this meeting is enclosed-

(Dr. Vinit Kumar Sharma)

Professor

Coordinator, IQAC

(Dr. Prerna Mittal)

Principal Chairman, IQAC



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

On the decisions of the IQAC meeting held on 08.06.2019

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

S.No.	Decision	Action taken
1	Review of minutes of IQAC Meeting	No compliance required.
	held on 30.05.2019	
2	Teachers Self Appraisal	Self appraisal process has been conducted
3	Student Satisfaction Survey	Students Satisfaction Survey has been
		performed.
4	Review of Fcedback	Feedback has been taken and report has been
		submitted to Principal for further action
5	Discussion on planning for next	Requirements of faculty or other materials
	session	has been submitted by HoDs and Admission
		Committee has started various activities and
		have planned for admission work of online
	İ	and offline both type.
6.	Any Other issues	
	Directional sign boards to be	Directional sign boards were replaced in the
	replaced at different places in the	campus as proposed in the meeting.
	college as soon as possible.	
	The department and their	The campus of institution including
	classrooms are to be kept clean.	playground, departments and classrooms are
	• Toilets, stairs, lobby and	kept neat and clean.
	playground are also to be kept neat	
	and clean.	
	The electricity switches will be	It is to directed to all the staff member and

kept off when not in use.

students also to switch of the electricity equipment off when they were not in use.

 Use of mobile phone is strictly prohibited during the class.

Directional notice was placed on all the notice boards to indicate it.

(Dr. Vinit Kumar Sharma)

Professor Coordinator, IQAC (Dr. Prerna Mittal) Principal Chairman, IQAC