



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

09 July 2019

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 09 July 2019 at 3.30 pm at Conference Room. The meeting was presided over by Dr. Aditya Gautam, Principal SRC. The meeting started on a welcome note by IQAC Coordinator, Dr. Vinit Kumar Sharma followed by his presentation on its objectives.

Agenda:

1. Review of the minutes of previous meeting.
2. Discussion on the executions of various functions of IQAC and inclusion of new members of IQAC.
3. Reviewing of progress of admissions in the session 2019-20
4. Discussion on review of result of academic year 2018-19
5. Celebration of Independence Day
6. Planning for Academic Session 2019-20
7. 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 and inclusion of new members of IQAC -

Dr. Vinit Kumar Sharma, Coordinator IQAC gave a presentation on the importance, Roles and functions of IQAC to members of IQAC. During his presentation members discussed various issues and gave suggestions for the better implementations of functions

of IQAC. The Principal asked the IQAC Coordinator to include some new members in the IQAC for the session 2019-20 as some of the members may leave.

All the members agreed to follow the quality benchmarks set by IQAC.

Agenda 3: Reviewing of progress of admissions in the session 2019-20-

IQAC Coordinator informed the house that admission process is led and coordinated by Mrs. Neetu Singh, Coordinator Admission Committee as it was done in the previous years. As per the policy the process of admission is a centralized process hence a centralized committee makes efforts for the admissions in all the courses. In this process college also conducts a Talent Search Expedition (TSE) for girl students where scholarships ranging 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 4: Discussion on review of result of academic year 2018-19-

All the HoDs informed that the result analysis has already been completed and the reports have been submitted to the Principal however the analysis of awaited results will be done as soon as the results are out.

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: Planning for Academic session 2019-20

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-

- 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- Maximum possible use of teaching aids such as projectors, computers, laptops, tablets etc.
- 5- Encouragement of questioning 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

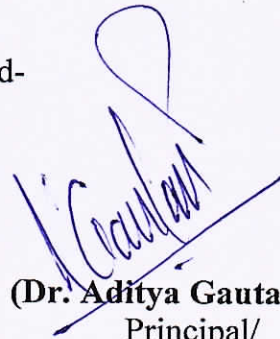
Agenda 7: Any other matter

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. Aditya Gautam)
Principal/
Chairperson, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

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

on the decisions of the IQAC meeting held on 09.07.2019

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 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. Few new members were included in the IQAC of whom Dr. Anil Kapil of Motherhood University and some students were included as IQAC members.
3	Reviewing of progress of admissions in the session 2019-20	All points have been discussed in the meeting. Admission process is progressing smoothly so there is no specific action required.
4	Discussion on review of result of academic year 2018-19	All departments submitted report of result analysis course and year wise to the IQAC.
5	Celebration of Independence Day	Preparation for celebration for Independence Day were finished in time and Independence were successfully celebrated.
6	Planning for Academic session 2019-20 1- To conduct seminars/FDP for the faculty and students of our college. 2- Regularity of lectures, tutorials,	Academic Calendar for the session was designed as per the norms and guidelines of Ch. Charan Singh University, Meerut, which has to be followed by all departments

<p>practical and their monitoring</p> <p>3- Completion of courses within time and conduction of internal examinations.</p> <p>4- Maximum possible use of teaching aids such as projectors, computers, laptops, tablets etc.</p> <p>5- Encouragement of questioning and queries in classrooms</p> <p>6- Teaching innovative method for effective teaching</p> <p>7- Teacher's contribution in Committees/Cells/Societies</p> <p>8- Feasible Workload Allocation</p> <p>9- Mentor-Mentee detail and their functioning</p> <p>10- Publication of Research Paper in reputed journals/proceeding of conferences.</p> <p>11- Training, Placement & Internship Programs</p> <p>12- Introducing new courses</p>	<p>planning their own activity calendars. All proposed points were covered by all departments. More effort will be done for promoting research activities. Concern committee coordinators are informed for proper functioning according to the requirement.</p>
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V. Sharma
16/08/2019

(Dr. Vinit Kumar Sharma)
Professor/
Coordinator, IQAC

A. Gautam

(Dr. Aditya Gautam)
Principal/
Chairperson, IQAC



SHRI RAM COLLEGE

MUZAFFARNAGAR (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

31 Aug 2019

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 31 Aug 2019 at 3.30 P.M. at Conference hall. The meeting was presided over by Dr. Aditya Gautam, Principal SRC. The meeting started on a welcome note by IQAC Coordinator, Dr. Vinit Sharma.

Agenda:

1. Review of the minutes of meeting held on 09.07.2019.
2. Discussion on existing collaborations and tie-ups with other organizations
3. Discussion on conducting Guest lectures / Expert talks/ field visits/ Industrial tours
4. Discussion on Orientation Programs for new students of various departments
5. Discussion on filling of AQAR on NAAC portal and Preparation of SSR for applying second cycle of accreditation.
6. Any other matter

Agenda 1: Review of the minutes of meeting held on 09.07.2019-

The result analysis of almost all courses has been completed and the report has been discussed with Principal.

Agenda 2: Discussion on existing collaborations and proposed tie-ups with other organizations –

The IQAC coordinator informed that new collaboration with Puri Industries Muzaffarnagar, Gulshan Sugars & Chemical Ltd. Muzaffarnagar and Chakradhar Chemicals Private Ltd. Muzaffarnagar has been done till now. The Chairperson expressed his satisfaction on the collaboration and tie ups with other organizations already done in the past. The Chairperson also suggested to have new tie ups so that more activities could be performed under these collaborations

Agenda 3: Discussion on conducting Guest Lectures/Expert talks/field visits/ Industrial tours etc.-

The Principal emphasized that departments should plan and conduct guest lectures, expert talks in collaboration with IQAC as purposed by them in their academic calendars.

Agenda 4: Discussion on Orientation Programs for new students of various departments -

IQAC Coordinator informed everyone that Orientation Programs for most of the departments have already been organized and one or two departments are still in the process of conducting their orientation programme and they will conduct the orientation as per the availability of resource person.

Agenda 5: Discussion on filling of AQAR on NAAC portal and Preparation of SSR for applying second cycle of accreditation-

IQAC Coordinator raised the issue about the pending AQAR from 2015-16 and told that it is mandatory to apply for next cycle of the accreditation. He discussed with Principal, vice-principal and all HoDs for the necessary action and offers a tentative schedule for preparing and submitting AQAR on NAAC portal in the current session.

Principal/Chairperson, IQAC explained the detail processor for preparing and filling the AQAR.

He also suggested to do working with keeping in mind about the NAAC requirement and also discussed about the preparation of SSR.

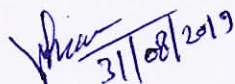
All members are agreed with the suggestions.

Agenda 6: Any other matter

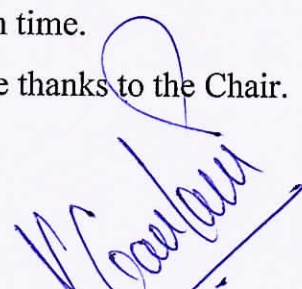
- Head, Social Welfare Committee explained the Social Welfare Departments scholarship application procedure and schedule etc., he also informed about the online Scholarship application of State Government/Social Welfare Department. Eligible students may fill their form online and submit the final printout to their class teachers along with relevant documents within given time.

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-


31/08/2019

(Dr. Vinit Kumar Sharma)
Professor/
Coordinator, IQAC


(Dr. Aditya Gautam)
Principal/
Chairperson, IQAC



SHRI RAM COLLEGE

MUZAFFARNAGAR (UP)

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

on the decisions of the IQAC meeting held on 31.08.2019

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 the minutes of meeting held on 09.07.2019	There is no action required
2	Discussion on existing collaborations and tie-ups with other organizations	Some projects are on working with all old associated members and some new collaboration are done till now. A new MoU was also signed with Tehri Steel Private Ltd, Muzaffarnagar on 07/09/2019
3	Discussion on conducting Guest lectures / Expert talks/ field visits/ Industrial tours	All of these activities are being conducting continuously. College should plan to conduct more guest lectures and date of lectures of common subjects should not be clashed.
4	Discussion on Orientation Programs for new students of various departments	Orientation Programmes for newly admitted students in UG and PG courses were proposed and organized by all departments.
5	Discussion on filling of AQAR on NAAC portal and Preparation of SSR for applying second cycle of accreditation.	AQAR for the session 2015-16 and 2016-17 has been submitted on 03.09.2020 and 16.09.2020 respectively and AQAR for 2017-18 is under process and will be uploaded very soon. All remaining AQARs will be uploaded as soon as possible.

6	Any other matter <ul style="list-style-type: none">• Social Welfare Committee Head explained the Social Welfare Departments scholarship application procedure and schedule etc., he also informed about the online Scholarship application of State Government/Social Welfare Department. Eligible students may fill their form online and submit the final printout to their class teachers along with relevant documents within given time.	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.
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(Dr. Vinit Kumar Sharma)
Professor/
Coordinator, IQAC



(Dr. Aditya Gautam)
Principal/
Chairperson, IQAC



SHRI RAM COLLEGE MUZAFFARNAGAR (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

19 Oct. 2019

MINUTES OF THE MEETING

A meeting of the Internal Quality Assurance Cell (IQAC) with all faculty members was held on 19 October 2019 at 3.00 P.M. at Auditorium of SRC.

Agenda:

1. Review of minutes held on 31/08/2019
2. Monitoring the use of innovative Teaching aids and ICT tools
3. Discussion on how to monitor attendance, discipline and create interest in the classroom
4. Student Assessment and evaluation through class test, internal exam, presentation and assignments.
5. Developing Awareness of innovation and entrepreneurship among student and teachers and promoting research culture among faculties
6. Discussion on feedback process from all stakeholders
7. Any other issues

The meeting was presided over by Dr. Aditya Gautam, Principal SRC. The Coordinator of IQAC welcomed the member of IQAC and other faculty members.

Agenda 1: Review of the minutes held on 31/08/2019 –

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

Agenda 2: Monitoring the use of innovative Teaching aids and ICT tools -

Principal raised the issue of increasing use of innovative teaching aids and ICT tools. He further asked the HoD's to monitor the use of more and more ICT tools in routine class teaching.

Agenda 3: Discussion on how to monitor attendance, discipline and create interest in the classroom –

The Principal asked the HoDs to take appropriate measures to maintain discipline as well as high students' attendance in the class room. He also invited suggestions on how to make class more interesting and effective.

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

Agenda 4: Student's 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 internal exam, Class Tests, Home Assignments, Projects, Quizzes etc. and discussed various topics regarding the evaluation process.

Agenda 5: Developing Awareness of innovation and entrepreneurship among student and teachers and promoting research, culture among faculties.

The Principal raised the issue of developing awareness of innovation and entrepreneurship among student and teachers. He also 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: Discussion on feedback process from all stakeholders

The Principal raised the issue of taking feedback from all stakeholders and suggest making the schedule for the same. IQAC Coordinator discussed with all HoD and said to submit the proposed date for this purpose.

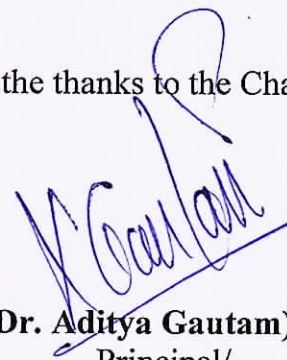
Agenda 7: Any Other issues

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. Aditya Gautam)
Principal/
Chairperson, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))


ACTION TAKEN REPORT

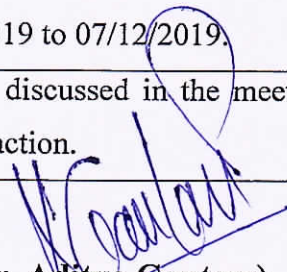
on the decisions of the IQAC meeting held on 19.10.2019

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 the minutes held on 31/08/2019	No particular action required
2	Monitoring the use of innovative Teaching aids and ICT tools	<ul style="list-style-type: none">• The HODs issued notice regarding more use of innovative teaching aids to make class more interesting and creative.• Teachers already using available teaching aids such as green board and chalk, whiteboard and marker, LCD Projectors, OHP and audio-visual aids.• Internet connection were extended to the classroom along with computer, camera & screen so that online material can be made available in the classroom itself.
3	Discussion on how to monitor attendance, discipline and create interest in the classroom	<ul style="list-style-type: none">• The HODs directed to the class coordinators to inform the parents of those students whose attendance are below 75 % on the regular basis.• To make class more interesting

		organize weekly quizzes, presentation and other innovative things which motivate students.
4	Student Assessment and evaluation through class test, internal exam, presentation and assignments	<ul style="list-style-type: none"> Internal examination are scheduled and conducted as per the academic calendar whereas class test, quizzes, assignments etc. are given to the students by the concerned subject teachers
5	Developing Awareness of innovation and entrepreneurship among student and teachers and promoting research culture among faculties.	IQAC coordinator circulated a notice for coordinator of IPR& ED cell that the cell will conduct seminars on innovation and promote the development of various products with Shri Ram Technology. Teachers are motivated for developing research activities and financial supports have been provided to some faculty for attending and presenting papers in conferences, FDP, Seminars etc.
6	Discussion on feedback process from all stakeholders	Schedule for taking feedback is finalized and student's feedback form is collected during 04/11/2019 to 09/11/2019. Alumni feedback form will be collected during 02/12/2019 to 07/12/2019, Parent's feedback form will be collected during 02/12/2019 to 07/12/2019, Teacher's feedback form will be collected during last week of December 2019 and Employer's feedback form will be collected during 02/12/2019 to 07/12/2019.
7	Any other	No other point discussed in the meeting, so no need to any action.


(Dr. Vinit Kumar Sharma)
 Professor/
 Coordinator, IQAC


(Dr. Aditya Gautam)
 Principal/
 Chairperson, IQAC



SHRI RAM COLLEGE

MUZAFFARNAGAR (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

Date: 14.12.2019

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 14 Dec. 2019 at 3.00pm at Auditorium of SRC.

Agenda:

1. Review of minutes of IQAC meeting held on 19.10.2019
2. Maintaining discipline in the College campus.
3. Discussion of Remedial Coaching
4. Feedback from teachers and Parents on curriculum for the session 2019-20
5. Planning for College Annual function 'Colors-2020'
6. Planning for the next semester
7. Any other matter

The meeting was presided over by Dr. Aditya Gautam, Principal SRC. The Chairperson of IQAC welcomed the members of IQAC, members of Proctorial Board, Deans/Heads of Departments, Class Mentors, Class Teachers, Coordinators, Prefects and Representatives.

Agenda 1: Review of minutes of IQAC Meeting held on 19.10.2019-

It was informed that the previous IQAC meeting was held on 19 Oct. 2019 and the minutes of the meeting were read and approved by the members.

Agenda 2: Maintaining discipline in the College campus -

The Chief Proctor presented a brief note on the general discipline in College and the existing practices being followed to maintain discipline in the campus. He also suggested few measures for further improvement in the existing scenario. The following points were discussed and approved -

- Movement of students in the campus during Teaching hours should be restricted. 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.
- Use of mobile phones is strictly prohibited in the class rooms as well as in corridors.

Agenda 3: Discussion on 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: Feedback from teachers and Parents on curriculum for the session 2019-20 -

The Chair asked the IQAC Coordinator to conduct a feedback from faculty members and parents on curriculum for the session 2019-20 as per the suggestive schedule.

Agenda 5: Planning for College Annual Function 'Colors-2020'

The Principal informed that Annual fest is a routine student activity which is celebrated every year by the SRGC. The Principal asked the Cultural Committee Coordinator to give a presentation on the preparation of College Annual function 'Colors-2020' and submit

the brief report on the prerequisites for preparations of “Colors- 2020” as soon as possible.

Agenda 6: Planning for next semester -

The IQAC Coordinator suggested all the HoDs that they should complete 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.

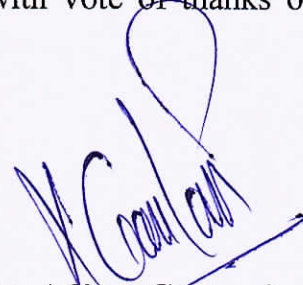
Agenda 7: Any other matter -

No other issues was pending to discuss. The meeting end with vote of thanks of the Chair.

The list of participants who attended this meeting is enclosed-



(Dr. Vinit Kumar Sharma)
Professor/
Coordinator, IQAC



(Dr. Aditya Gautam)
Principal/
Chairperson, IQAC



SHRI RAM COLLEGE

MUZAFFARNAGAR (UP)

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

On the decisions of the IQAC meeting held on 14.12.2019

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

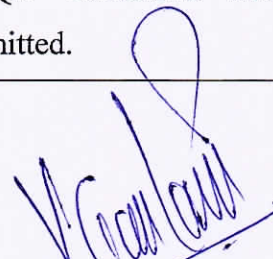
S.No.	Decision	Action taken
1	Review of minutes of IQAC Meeting held on 19.10.2019	No need to any action.
2	Maintaining discipline in the College Campus <ul style="list-style-type: none">• Movement of students in the campus during Teaching hours was taken as a serious concern and it should be reduced 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	<p>Principal has instructed to Proctor to take necessary action in this regard.</p> <p>Discipline Committee members move in all areas for checking it</p> <p>The entry register is already being maintained.</p>

	<p>register at the Main Gate for outsiders/visitors.</p> <ul style="list-style-type: none"> • Floor and ground duty charts of teachers/ staff should be prepared and displayed on notice boards. • Use of mobile phones is strictly prohibited in the class rooms as well as in corridors 	<p>HoDs have prepared charts for all floor duties and have submitted to the Principal office and also displayed on the main notice board. Team for ground duty are nominated to visit on the campus area for making discipline.</p> <p>A detailed notice for this circulated among the students and displayed on the main notice board as well as departmental notice boards.</p>
3	<p>Discussion of Remedial Coaching</p> <ul style="list-style-type: none"> • Deans/Heads of the Departments explained the work 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 problems of the weaker students of the classes. 	<p>No compliance required.</p> <p>The records of remedial coaching classes were prepared by each department.</p> <p>Maximum participation of weaker students in the remedial classes has been assured and their problems are solved.</p>
4	<p>Feedback from teachers and parents on</p>	<p>A detailed feedback from teacher on</p>

	curriculum for the session 2019-20	curriculum has been obtained in last week of December and feedback from Parents on curriculum has been obtained in the second week of January 2020. The report has been submitted to Principal.
5	Planning for College Annual function 'Colors-2020'	The Coordinator Cultural Committee has informed to the HoDs that the preparations will start from third week of November 2019 for the Annual function of the College which has to be organized on 30 & 31 Dec. 2019 and 01 Jan. 2020.
6	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. Aditya Gautam)
Principal/
Chairperson, IQAC



SHRI RAM COLLEGE

MUZAFFARNAGAR (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

Date: 01.02.2020

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 01.02.2020 at 3.00pm at Auditorium of SRC.

Agenda:

1. Review of minutes of IQAC meeting held on 14.12.2019
2. Work Progress/Course coverage report
3. Review of preparations of "Colors- 2020" & Sports Week
4. Review of Extension and other activities
5. Discussion on the preparation for final examination of Annual Courses
6. Academic Administrative Audit
7. Feedback on curriculum from employers.
8. Any other matter

The meeting was presided over by Dr. Aditya Gautam, Principal, SRC and Chairperson of IQAC. The Chairperson of IQAC welcomed the member of IQAC and faculty members.

Agenda 1: Review of minutes of IQAC Meeting held on 14.12.2019-

It was informed that the previous IQAC meeting was held on 14 Dec. 2020 and the minutes of the meeting were read and approved by the members.

Agenda 2: Work Progress/Course coverage report -

The Principal asked the Heads of Departments of yearly programs to present the work progress including course coverage, internal assessment, attendance of each subject,

model question papers etc. All Heads of Departments presented the work progress and course coverage report of their respective departments.

Agenda 3: Review of preparations of “Colors- 2020” & sports week-

The Principal informed the all present that “Colors-2020” could not be organized on the prior decided dates and had to be rescheduled on 07&08 February 2020. He asked the Coordinator of cultural committee to present the report on preparation and he further added that everyone should work hard to make it a grand success.

The Coordinator Sports Committee informed the house that preparation for sports week is going well. The playground was ready for various sports competitions. The name of participants are being received and fixtures of team will be done after finalising the team. In this sports week students from all the departments of SRGC will participate. Various Sports activities will be conducted as per schedule.

Agenda 4: Review of Extension and other activities.

As per instructions of the Principal the Program Officer of NSS and Leaders of Rover and Ranger presented their reports on 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 last week of February.

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.

Agenda 6: Academic Administrative Audit -

The IQAC Coordinator informed the house that a Committee for internal and external Academic Administrative Audit of all the Departments should be constituted. The audit teams for these audits will visit various buildings, library and departments to finish the work in time.

Agenda 7: Feedback on curriculum from employers.

IQAC Coordinator informed to all Dean/HoD for conducting feedback on curriculum from employers in the last week of February 2020 and informed to placement coordinator.

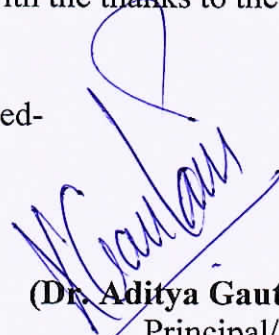
Agenda 8: Any other point

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. Aditya Gautam)
Principal/
Chairperson, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

ACTION TAKEN REPORT

on the decisions of the IQAC meeting held on 01.02.2020

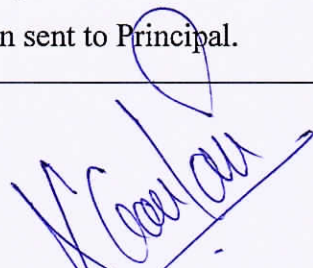
To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken

S.No.	Decision	Action taken
1	Review of minutes of IQAC Meeting held on 14.12.2019	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	Review of preparations of "Colors-2020" & sports week	The cultural fest "Colors- 2020" was organized successfully on 7 th & 8 th February 2020. Sports week of SRGC was conducted successfully from 13 th to 20 th February 2020.
4	Discussion on Extension and other Activities	04 one day and 01 seven-day special camps will be organized by NSS and Scout (Rovers & Rangers).
5	Discussion on the preparation for final examination of Annual Courses -	The Examination Coordinator informed the Principal all necessary arrangements have been made and HoDs informed that some revision classes have also been arranged for weak students.

6	Academic-Administrative Audit -	Committee for internal and external AAA has been constituted and the work will be done as per schedule.
7	Feedback on curriculum from employers.	Feedback from Employers has been collected and its report has been sent to Principal.



(Dr. Vinit Kumar Sharma)
Professor/
Coordinator, IQAC



(Dr. Aditya Gautam)
Principal/
Chairperson, 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 Deans and Heads of Departments, Training & Placement Coordinator, Coordinator of IPR&ED Cell was held on 14.03.2020 at 3.30pm at Conference room. The meeting was presided over by Dr. Aditya Gautam, Principal SRC. The agenda of the meeting are as follows-

Agenda:

1. Review of minutes of IQAC meeting held on 01.02.2020
2. Discussion on Skill development and other welfare programs for the non-teaching staff
3. Planning for internship and final placement of the students
4. Report on activities done by incubation and entrepreneurship development centre
5. Any other matter

Agenda 1: Review of minutes of IQAC meeting held on 01.02.2020 -

The IQAC Coordinator informed that the previous IQAC meeting was held on 01 Feb. 2020 and the minutes of the meeting were read and approved by the members.

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

IQAC Coordinator informed the house that on the basis of inputs received from library, technical and official staff for training in selected areas of their choice some programmes were designed and offered in the previous months.

The Principal informed that two medical camps (One dental and one eye checkup) have been conducted for welfare of teaching & non-teaching staff. The members suggested that sports activities can also be organized engaging teaching, non-teaching and students in the campus.

Agenda 3: Planning for internship and final placement of the students-

The Principal raised the issue of summer internship for the students wherever it is applicable and asked the HoDs to complete the work of allotment the internship guide at the earliest. He also asked the Coordinator Placement Cell to submit the report on current year's placement activities and achievements.

Agenda 4: Report on activities done by incubation and entrepreneurship development center-

The Coordinator IPR&ED Cell Dr. Sourabh Jain presented a detailed report on the activities performed in incubation and entrepreneurship development center. He informed that two workshops on IPR awareness have been conducted in the current session. He further informed that presently three projects on Dairy & Dairy Products, Herbal coating on Jaggery and Vermicompost are in progress.

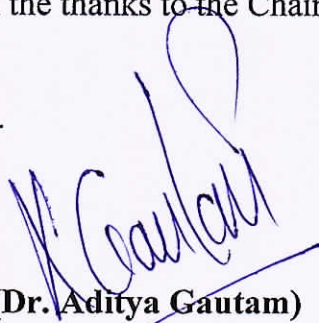
Agenda 5: Any other matter -

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. Aditya Gautam)
Principal/
Chairperson, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

ACTION TAKEN REPORT

on the decisions of the IQAC meeting held on 14.03.2020

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 01.02.2020-	No compliance required.
2	Discussion on Skill development and other welfare programs for the non-teaching staff	<ul style="list-style-type: none">• Two medical camps, One dental camp on 14 december 2019 and one eye check up camp on 15 February 2020 have been conducted• The Sports Committee Coordinator was deputed to organize a friendly match between the teams of teaching and non-teaching staff in the last week of March 2020.
3	Planning for internship and final placement of the students-	The Coordinator Placement Cell was advised to conduct timely placement activities and submit a report to the IQAC at the end of April 2020.

4	Report on activities done by incubation and entrepreneurship development centre	A detailed report was submitted to IQAC by the IPR&ED Cell.
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(Dr. Vinit Kumar Sharma)
Professor/
Coordinator, IQAC



(Dr. Aditya Gautam)
Principal/
Chairperson, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

Date: 15.04.2020

MINUTES OF THE ONLINE MEETING

A online meeting of the Internal Quality Assurance Cell (IQAC) with Deans/ HoDs was held on 15.04.2020 at 5.00pm at online portal zoom.

Agenda:

1. *Review of teaching work from home*
2. *Conducting online classes with the help of technical platforms.*

The meeting was presided over by Dr. Aditya Gautam, Principal, SRC and Chairperson of IQAC. The Chairperson of IQAC welcomed the member of IQAC and faculty members.

Agenda 1: Review of teaching work from home-

Principal asked about the progress of online teaching work in all departments. All Deans/Hods explained the report of online teaching work of their departments. The report on teaching work was satisfactory. Syllabus are running under control but student are facing some problems regarding network connectivity and mobile availability.

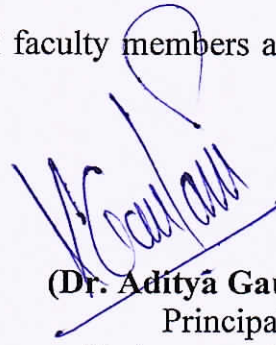
Agenda 2: Conducting online classes with the help of technical platforms-

IQAC coordinator suggest that most of the faculty taught their subjects through sending study materials on whatsapp groups and email and by telephonic conversation which are not enough for understanding all topics by the students. A need of live classes or using of some technical platforms were needed for effective online teaching. Dean Computer Application suggested the name of some technical platform which can be adopted in online teaching as Google classroom, Youtube channel, Google meet, Zoom, WebEx etc.

Principal suggested conducting a meeting as soon as possible for detail discussion about the using of these platforms for online teaching with all faculty members and all HoDs are agreed for the same.



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Professor/
Coordinator, IQAC



(Dr. Aditya Gautam)
Principal/
Chairperson, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

ACTION TAKEN REPORT

on the decisions of the IQAC meeting held on 15.04.2020

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 teaching work from home	Teaching work was satisfactory and various whatsapp groups for all individuals' classes are formed. Deans/HoDs were joined the groups as a member to monitor all teaching activities and for giving guidance time to time.
2	Conducting online classes with the help of technical platforms-	All Deans/HoDs discussed with their faculty members about the use of various online teaching platforms as Google classroom, Youtube channel, Google meet, Zoom, WebEx etc for online teaching work and a meeting for detail discussion about these app is being scheduled on 18.04.2020.

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Professor/
Coordinator, IQAC

(Dr. Aditya Gautam)
Principal/
Chairperson, IQAC



SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

Date: 18.04.2020

MINUTES OF THE ONLINE MEETING

A online meeting of the Internal Quality Assurance Cell (IQAC) with all the members of IQAC, Deans/ HoDs, faculty members was held on 18.04.2020 at 4.00pm at online portal zoom.

Agenda:

1. *Discussion about the use of various technical platforms for online teaching*
2. *Discussion on conducting online classes, online test and evaluation process as per university guidelines.*

The meeting was presided over by Dr. Aditya Gautam, Principal, SRC and Chairperson of IQAC. The Chairperson of IQAC welcomed the member of IQAC and faculty members.

Agenda 1: Discussion about the use of various technical platforms for online teaching-

IQAC coordinator told that it was already discussed in previous meeting to adopt various technical platforms as Google classroom, Youtube channel, Google meet, Zoom, WebEx etc. for live classes and to make online teaching more effective.

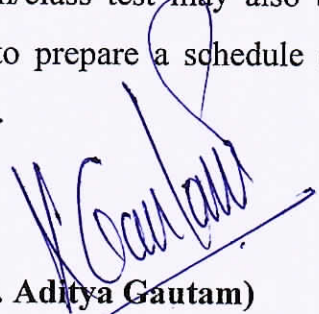
Dean Computer Application were present a brief about the using of these technical platforms for better understanding the environment of these applications. Dr. Perna Mittal, Vice-Principal told that if any faculty member was needed any technical help, it will be provided by Computer Application Department. All the faculty members were agreed to use these technical platforms.

Agenda 2: Discussion on conducting online classes, online test and evaluation process as per university guidelines.

IQAC Coordinator explain to members that CCS University has issued a notification for conducting online classes for graduate and post graduate courses in order to complete remaining syllabus. He also mentioned that internal evaluation/class test may also be conducted online from time to time. He asked all the HoDs to prepare a schedule of classes and test and submit it to the Principal as early as possible.



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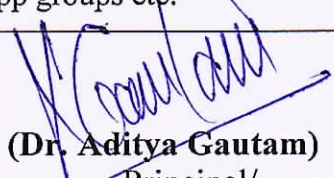
ACTION TAKEN REPORT

on the decisions of the IQAC meeting held on 18.04.2020

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

S.No.	Decision	Action taken
1	Discussion about the use of various technical platforms for online teaching	Most of the faculty members have adopted the use of various technical platforms to take online classes and some faculty members are trained by IT experts. Many classes are running with the use of Google Meet, Zoom, Google Classroom, Whatsapp, Webex etc.
2	Discussion on conducting online classes, online test and evaluation process as per university guidelines.	All the HoDs submitted their time table, schedule of class test and internal assessment to IQAC in time. The classes were conducting as per time schedule. Online classes conducted on various platforms such as Google Classroom, Zoom app, whatsapp groups etc.


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SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

Date: 11.05.2020

MINUTES OF THE ONLINE MEETING

A online meeting of the Internal Quality Assurance Cell (IQAC) with all the members of IQAC, Deans/ HoDs and departmental coordinators was held on 11.05.2020 at 4.00pm at online portal zoom.

Agenda:

1. Monitoring of online teaching.
2. Preparing and uploading of e-content

The meeting was presided over by Dr. Aditya Gautam, Principal, SRC and Chairperson of IQAC. The Chairperson of IQAC welcomed the member of IQAC and faculty members.


Agenda 1: Monitoring of online teaching-

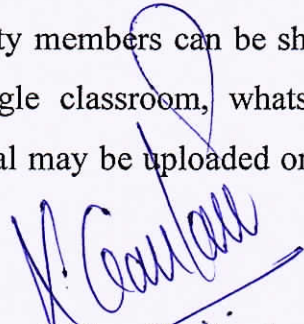
IQAC Coordinator raised the issue of monitoring of online teaching work going on during lockdown period so that the syllabus may be completed within the stipulated time. The IQAC Coordinator suggested that teachers should report about their class attendance and course coverage on day to day basis to their concern HoDs. HoDs will convey their weekly course coverage to IQAC at every weekend.

Agenda 2: Preparing and uploading of e-content-

The Principal informed all the members that university wants the e-content of each subject to be uploaded on the college website on the regular basis. She also informed that university wants information about the uploaded e-content.

IQAC Coordinator suggested that e content prepared by faculty members can be shared with the students through different platforms such as google classroom, whatsapp, youtube channels etc. He also suggested some selected material may be uploaded on the college website by website admin.


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Professor/
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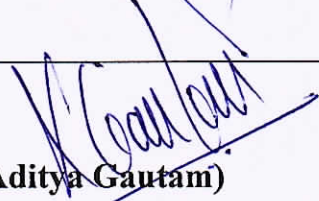
ACTION TAKEN REPORT

on the decisions of the IQAC meeting held on 11.05.2020

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

S.No.	Decision	Action taken
1	Monitoring of online teaching	As discussed in the meeting the reporting process of online teaching is from teacher to HoD and HoD to IQAC Coordinator and finally submitted to the Principal
2	Preparing and uploading of e-content	E-material prepared and provided to students through Email, Whatsapp, Google Classroom, youtube channels etc. Also some selected e-content uploaded to college website for smoothly access by students.


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SHRI RAM COLLEGE, MUZAFFARNAGAR, (UP)

(INTERNAL QUALITY ASSURANCE CELL (IQAC))

Date: 18.05.2020

MINUTES OF THE ONLINE MEETING

A online meeting of the Internal Quality Assurance Cell (IQAC) with all the members of IQAC and Deans/ HoDs was held on 18.05.2020 at 4.00pm at online portal zoom.

Agenda:

1. *Review of the preparation of online National Webinar on topic Online Teaching and Evaluation During Lockdown – Problems and Solutions.*
2. *Discussion for solving problems which are facing during online classes*

The meeting was presided over by Dr. Aditya Gautam, Principal, SRC and Chairperson of IQAC. The Chairperson of IQAC welcomed the member of IQAC and faculty members.

Agenda 1: Review of the preparation of online National Webinar on topic Online Teaching and Evaluation during Lockdown- Problems and Solutions-

Principal asked from the Dean/HoD of Computer Application and Basic Science departments about the preparation for upcoming online National Webinar to be held on 19.05.2020 on the topic Online Teaching and Evaluation during Lockdown- Problems and Solutions. Dean Computer Application told that all technical arrangements have been completed and HoD Basic Science informed that invitation to all speakers has been sent and they all are agreed to participate in the webinar. All departments are also invited for this webinar.

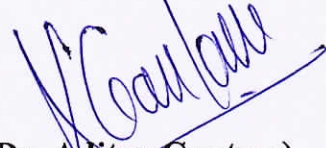
Principal shows his satisfaction about the preparation of the program.

Agenda 2: Discussion for solving problems which are facing during online classes-

Deans/HoDs told that students are facing network connectivity problems and usage data problem. Some students belong to poor family and they are not able to afford a separate smart phone/laptop for their study. Some faculty members also have problems of network connectivity and slow speed of internet. Therefore the attendance in the online classes was not proper and most of the students are receiving study material through other resources from the faculty members.



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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 18.05.2020

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 preparation of online National Webinar on topic Online Teaching and Evaluation During Lockdown – Problems and Solutions.	Online National Webinar on the topic Online Teaching and Evaluation during Lockdown- Problems and Solutions was organized successfully on 19.05.2020.
2	Discussion for solving problems which are facing during online classes	Keeping in the view of the problems as discussed in the meeting, Principal has decided to open the college with roster system during lockdown for faculty members so that they can take their online classes properly with the high speed internet connectivity and using other resources of College. Some students may be allowed to collect study materials from faculties during their presence in the College.

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