

# **Minutes of Meeting**

## **(Session 2020-21)**

No Physical meeting of IQAC is held due to Covid-19 Pandemic from March 2020 till September 2020. Later on meetings were held on Google meet and Zoom portal for urgent decisions to be taken for carrying out daily requirements during the current session.

**During session 2020-21, 4 online meetings of IQAC team were held.**

IQAC meeting for session 20-21

### **1<sup>st</sup> meeting of IQAC held on 30.07.2020**

Meeting of IQAC was held on 30.07.20 in online mode under the chairmanship of Principal Prof. Rama Arora. The main agenda of meeting was to discuss:

- 1) The admission process of all undergraduate and postgraduate classes in online mode.
- 2) Different admission committees were to be made to carry on the smooth admission process.
- 3) To hold training to faculty members to carry out online admission process.
- 4) To provide ICT facilities to all admission committees.
- 5) To prepare time table for session20-21.
- 6) Faculty members to attend seminars / Workshops in online.

### **Compliance**

Points No. 1,2,3,4 and 5 of the agenda were successfully complied with. Time table committee prepared the time table for online classes. Permission to attend seminar/workshop in online mode was given by the principal to the faculty members.

IQAC meeting for session 20-21

**2<sup>nd</sup> meeting of IQAC held on 22.09.2020**

Meeting of IQAC was held on 22.09.20 in online mode. The main agenda of meeting was to discuss:

- 1) To facilitate online teaching from campus, better ICT facilities should be provided to the faculty members.
- 2) As the process of teaching is to be carried out in online mode only, G-suite ID's were proposed to be made for all faculty members and students.
- 3) For hygienic environment in the campus – Renovation of Girls washroom and common room is planned.
- 4) All curricular and extracurricular activities is to be carried out in online mode.
- 5) For preparing compost manure, purchase of Composter Bins (to collect wet waste, dry leaves) is planned.
- 6) For better facilities in practical Labs, purchase of new equipments is planned.
- 7) For the healthy lifestyle for students- outdoor Gym in Girls hostel and in college sports grounds is planned.

**Compliance**

All the points of the agenda were complied with by the institution. G-suite ID's were prepared for all faculty members and students. Composter bins, new lab equipments, equipments of outdoor Gym were purchased and installed in the institution.

IQAC meeting for session 20-21

**3<sup>rd</sup> meeting of IQAC held on 21.12.2020**

Meeting of IQAC was held on 21.12.20 in online mode under the chairmanship of Principal Dr. Sangam Datta. The main agenda of meeting was to discuss:

- 1) To facilitate the teaching in online mode Writing Tabs and Laptops were purchased.
- 2) Planning for conducting MST exams in online mode.
- 3) For submission of AQAR for session of 20-21 data collection is initiated.
- 4) Enhancement of infrastructure facilities.

**Compliance**

Writing Tabs and laptops were given to the faculty members to facilitate online teaching. The examination team and the Registrar Exams conducted the MST's for this semester. The AQAR team started collecting the data for the session 2020-21.

IQAC meeting for session 20-21

**4<sup>th</sup> meeting of IQAC held on (29.03.2021)**

Meeting of IQAC was held on 29.03.21 in online mode under the chairmanship of Principal Dr. Sangam Datta. The main agenda of meeting was to discuss:

- 1) To evaluate the answer sheets of all undergraduate and postgraduate classes by all faculty members.
- 2) For infrastructure enhancement proposal of more smart classrooms is discussed (Alumni association was to provide the funds.)
- 3) Purchase of more books in the library for competitive exams.
- 4) Participation of students in sports from courses other than physical education is proposed.

### **Compliance**

HOD's of all the Departments are made incharge to complete the evaluation process. Two more smart classrooms were made. Books were purchased in the library. The proposal for participation of students from other courses is under consideration as no physical presence of students was there.