

Minutes of the Meeting of IQAC held on March 12, 2018 in the VC Committee Room at

3.30 P.M.


A meeting of the IQAC members was organized in the VC Committee Room at 3.30 p.m. The following members were present :

1. Prof. Surendra Dubey, Vice-Chancellor in Chair
2. The Finance Officer
3. The Registrar
4. Prof. S.P. Singh, Dean, Science
5. Prof. Sunil Kabia, Dean, Commerce
6. Prof. V. P. Khare, Dean, Arts
7. Dr. N. S. Sengar, Dean, Medicine
8. Prof. Poonam Puri, Institute of Management Studies
9. Prof. V. K. Sehgal, Institute of Math Sc & Comp App
10. Dr. J Sridevi, Dy Librarian
11. Dr. Shamim Ansari, Institute of Economics & Finance
12. Dr. Suraj Pal Singh, Sports Officer
13. Dr. Sunil Prajapati, Institute of Pharmacy
14. Er. Brajendra Shukla, Institute of Engineering & Tech.
15. Dr. Rishi Saxena, Department of Microbiology, Institute of Life Sciences
16. Dr Deepak Tomar, System Analyst

The following issues were discussed:

1. Board of Study

Hon'ble Vice Chancellor and the Chairman of the meeting welcomed the members and told them that University administration is continually working hard to improve the quality education in the institution but to compete with the National and International institutions it is required to improve the education



system within the campus. It was advised by the Chairman of the meeting to the Dean's and HOD's to revise the syllabus of their respective departments such revisions of the syllabus can be done with the help of the Experts of the particular departments. New styles to implement the syllabus should be adopted. Also the students feedback must be used in the construction of the New syllabus. Further it was advised to construct the New syllabus in the lines of Education Policy, also told to avoid ambiguity while revising the syllabus. Assessment of the New Syllabus will be done by the experts of the respective Streams nominated by the Dean's.

All the Dean's, HOD's agreed to the above suggestions of the Chairman.

2. Examination Rules & Regulations

IQAC Coordinator suggested to revise the Examination Rules and regulations in order to deliver a better and more consistent outcome. It was suggested to discuss the Examination manual in detail with the Examination Coordinator. In addition, the IQAC coordinator advised in the interest of students to reduce the Examination fees of all Under Graduate students. It was further discussed that Admit Card should be issued to the eligible students before 20 days of the Examination. The format of marking system must be pre-decided according to the approved format. It was suggested by the members the internal question papers should consist of both objective and descriptive questions.

The members discussed and expressed their view regarding the formation of A moderation committee which will consist of all Dean's and HOD's and external subject expert from outside the college to decide about the moderation of the marks due to out of syllabus and poor result. The Hon'ble Vice Chancellor agreed to the above suggestions.

3. Creation of Time Table and Remedial classes

All the members of the meeting were of the view that the Departments must prepare the time table of every course. Dean's and HOD's were advised to plan enough time for studying each subject, also prepare the calendar that covers the entire term. The subjects that are difficult to grasp must be identified in advance, and remedial classes must be planned accordingly. In addition, the faculty should compile a list of the weak students in their classes so that extra sessions may be planned for them to maintain the academic result of the Institution.

4. Decision Regarding number of Admission Seats

The members of the meeting suggested to the Chairman of the meeting that University must increase the number of Admission seats to increase the student enrollment. The Hon'ble Vice Chancellor and



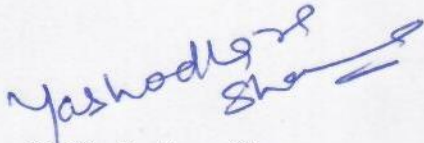
Chairman of the meeting informed all the members that number of admission seats subject wise shall be decided in advance and the same should be displayed at the University website and also through advertisement. He further added that these vacant seats should be divided as per Reservation Policy of the State.

5. Need for Infrastructure development and maintenance

It was brought to the attention of all the present members that the infrastructure in each department should be maintained properly. Every department must have computers, computer labs, photocopy machines, required equipments in Science labs. It was brought to the notice of all the members there are still some departments that requires special attention in terms of infrastructure. The IQAC Coordinator, advised all the Dean's and HOD's to develop the Performance for infrastructure requirement which may include the required furniture, smart classrooms, renovation etc. All the present members forwarded their requirements to facilitate the arrangements.

The chairman of the meeting sought the cooperation and support of the present members from academics and administration for implementation of the above recommendations by the peer team members.

The meeting ended with the vote of thanks to the Hon'ble Vice Chancellor and the present members.



Dr Yashodhara Sharma

Coordinator

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Prof. Sunil K Kabia

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