

IQAC MEETING

Date: 12 July 2018

Agenda: Development related plans for the college during the session 2018-19.

At the commencement of new academic session 2018-19, a meeting was held among the IQAC members to discuss and review the development related plans and practices to be followed in the current academic session 2018-19. Following are minutes of the meeting:

- In the last meeting of IQAC it was decided to begin the process for B.Com course. It has commenced from the academic session 2018-19.
- P.G. courses in four subjects i.e. Hindi, English, History and Political Science has started.
- Computer certificate course has been launched.
- Appointments concerning B.Com course and P.G. In four subjects were made.
- Finally the college had the facility of Canteen.
- More fans were added in the covered area of stage.
- Students of B.Com and P.G. courses have been given the facility to pay the fee in the two easy installments.
- New books were added to the stock of library.
- Time table was discussed and finalized
- The need to link library with infibnet was emphasized.
- Seminars on institutional level were emphasized.
- Emphasis on feedback to students on their performance was given.
- It was discussed that peer teaching should be encouraged.
- The need to prepare a few bright students to take classes in the absence of teachers was very much felt.
- Regular faculty seminars and workshop at institutional level as well as at U.G.C. level.
- The inter-disciplinary approach of teaching needs to be more effective in the college.
- Encourage the use of ICT in teaching –learning process.
- Language Lab to improve communication skills in the students.
- Field trips, industrial visits , guest lectures and enhance student support services.
- Organize gender sensitization programs, orientation and lectures on women development.
- To equip the institution with few more LCD projectors.
- At least minimum two smart classes are to be installed for B.Ed. and for B.A. ,B.Com and P.G.
- Note down the phone numbers of the students in the attendance register.
- Sr. Melba will do the counseling of the students and the staff.
- Fund raising ways are to be found out.
- Invite people from different work places to cater guidance to the students.
- Encourage the to write more and more articles for the creative writing from the beginning.
- Regular tutorials to be maintained to help the weak students.
- Feedback of parents, students and all the stakeholder is to be taken twice a year.
- Evaluation of the results half yearly and final.

- Sports day at institutional level to be organized.
- Add-on courses like spoken English, spoken Sanskrit, cookery, flower arrangement, Rangoli etc. are to be continued more effectively.
- Library -orientation of the students to be done time to time and OPAC system in Introduce library
- Mentoring system for the students is very helpful and to be continued faithfully.
- Implant more solar panels in the college premises to save electricity.
- Enable SJSEP (Saint Joseph`s Society Extension Program) to work more efficiently.
- One day workshop of research methodology at institutional level.
- Encourage students to make projects in their respective subjects.
- To put dustbins in different colors in the college premises and encourage student to throw trash into them.
- Organize more programs related to health issues, diet and importance of exercise in life.
- Hostel warden is to be appointed to carry on the hostel management.

Members of IQAC Cell.

1. Chairperson – Dr. Sr. Christina.
2. Coordinator- Dr. Meenakshi Agarwal
3. Member of the management- Dr. Sr. Melba
4. Dr. Archana Vishnoi.
5. Dr. Anjali Mittal.
6. Dr. Mahima Sharma.
7. Dr. Shuchi Prakash.
8. Dr. Nimisha.
9. Mr. Ambuj Prakash (Industrialist)
10. Dr. Moolchand Gupta (NGO)
11. Mr. George.
12. Mrs. Ranjana (alumni)
13. Ms. Shiva bhardwaj